

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us.

We collect personal data to help us to safeguard children and young people.

Date of Issue: 14 March 2018

Update History:

14 Mar 2018	First issue of a new Privacy Notice

Directorate: Communities Directorate  
Service: Children and Family Service  
Team: Quality Assurance and Safeguarding

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**  
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## **What data will we collect about you?**

We collect basic details including:

- Your name
- date of birth
- place of work
- home address

We also collect details of the allegation/concern that has been raised. Our records will also include details of any actions we take to address the concerns that have been raised.

## **What will we use your data for?**

We use your data to confirm your identity, and to contact you about the concern you have raised. We don't use the data you give us for any other purpose than to investigate and address the concerns you raise.

## **Who will see your data?**

The data you give us is kept securely and we will not share the information provided to anyone outside of West Berkshire Council without your consent unless the law requires us to do so.

In some circumstances, as set out in the 'Working Together to Safeguard Children (2015)' guidance (<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>), required to pass information to police and Children's Social Care, and in other situations may need to inform the appropriate regulatory bodies.

## **Why are we doing this?**

We are processing your data because:

- We are statutorily required to do so to undertake our duties to safeguard children and young people, as set out under the statutory guidance 'Working Together to Safeguard Children (2015)' and Section 11 of the Children Act 2004
- It is in the vital interests of children and young people
- It is necessary for West Berkshire Council as a public authority to perform a task in the public interest

## **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)).

## **How is your data stored and processed?**

Your data will be held on the Council's database designed for social care users and will be protected using up-to-date technical and organisational security measures.

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## **Transfer overseas**

Your data will not be stored or sent outside of the UK.

## **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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