

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us when you make a Proof of Life documentation request.

Date of Issue: 30 April 2018

Update History:

Version 1	First issue of a new Privacy Notice for Proof of Life

Directorate: Resources

Service: Legal

Team: Governance and Environment

## 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?**

When you make a request for the Council to arrange and hold Proof of Life documentation, we will require certain data to be provided, which we will retain.

We will hold a copy of:

- your current passport, one utility bill and a copy of the actual Proof of Life duly signed by the Council (at each signing)

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

We use this data to confirm your identity and your current address before signing Proof of Life documentation. We retain a copy of the resultant signed Proof of Life.

The data you give to the Council for Proof of Life documentation will not be used for any other purpose.

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

Only authorised West Berkshire Council employees will have access to this data. It will not be shared with third parties, unless it is requested by an official organisation in line with the requirements of the law (for instance, the police if they are able to demonstrate that the data will be used to detect or prevent crime).

## **Why do we do this?**

You don't have to give us the data or take advantage of the service that the Council offers, it is of your own volition, but once you do so West Berkshire Council will process your data with a view to providing you with the Proof of Life service. This processing is considered necessary in order to take steps at your request (as the data subject) prior to entering into a contract for the provision of these services.

The Council retains your data for your convenience – the alternative to us holding this data will be for you to bring proof of your identity and proof of your current address each time you attend the Council offices for the purpose of your Proof of Life being signed.

See "Your Rights" below for more information.

## **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 file by West Berkshire Council and will be protected using organisational security measures (these include training of staff in Data Protection, utilising locked storage in access-controlled offices with robust internal security). Some files may be digitised in which case they will be subject to up-to-date technical security measures including access control, encryption and corporate firewalls.

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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

END

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