

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 inform you of Berkshire Business Continuity Forum (BBCF) events and resilience information to support you in your planning process and in responding to an incident.

Date of Issue: 11th September 2018

Update History:

7 th September 2018	First issue of a new Privacy Notice

Directorate: Environment
Service: Public Protection Partnership
Team: Joint Emergency Planning Unit

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?

The data we will collect:

- your contact details (first name, surname, email address, landline number and mobile number)
- the name of your organisation and
- the number of employees your organisation has.

Most of the data you provide will normally be your business data. However sometimes individuals or organisations provide personal data in order for us to keep in touch with them.

What will we use your data for?

We will use your data in an email distribution list for the BBCF in order to invite you to forum meetings and events, provide information and guidance in relation to Business Continuity and Emergencies and, if appropriate, to inform you in relation to incidents.

Who will see your data?

The Local Authority Joint Emergency Planning Unit (Bracknell Forest, Royal Borough of Windsor & Maidenhead and West Berkshire) hosted by West Berkshire Council will hold the data. We will not share the information you have provided with any outside organisation other than those stated above unless you have given permission to do so.

There may be a clear need to share your contact details with emergency services and the other Berkshire Local Authorities upon their request, and in the event of an incident.

We will not sell or use your data for marketing purposes.

We will not transfer your data to third parties unless it is absolutely necessary in order to coordinate a response to an incident or protect the wellbeing of residents.

Your legal basis for Processing/Your right to refuse

The Civil Contingencies Act 2004 places a responsibility upon West Berkshire Council (as a Cat 1 Responder and the lead local authority in supporting the BBCF) to put into place systems and processes to manage emergencies, coordinate a response and provide planning and advice to other partners and stakeholders. The BBCF email distribution list is one way in which we do this.

As such, processing of your personal data falls under Article 6 (1) (g) of the General Data Protection Regulations (GDPR) – to fulfill our statutory obligations.

Your data is also processed in the interests of the Council as a public authority, in order to fulfill its role in the public interest (Article 6 (1) (f)).

There may also be circumstances in which we need to process your data in the vital interests of residents, for instance in an emergency or serious incident where lives may be at stake. This is a legitimate basis for processing under Article 6 (1) (d)).

However, you have the right to “opt out” of receiving BBCF emails if you so wish – to do so, simply respond to the email in order to be removed from the distribution list.

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).

How is your data stored and processed?

Your data will be held on the Council's database designed for the Joint Emergency Planning Unit and will be protected using up-to-date technical and organisational security measures.

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) 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
