

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 run community engagement activities on topics which we want people living, working or learning in West Berkshire to comment on.

Date of Issue: 02 December 2020

Update History:

Version 1	First issue of a new Privacy Notice

Directorate: Resources
Department: Strategy and Governance
Team: Performance, Research and Risk (PRR)

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>

Data Processor:
Delib Ltd.
4th Floor, 63 Queen Square
Bristol
BS1 4JZ

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 may ask for information about you such as:

- First part of your postcode for home address or for work/learning place

We will use this information to make sure you're entitled to take part in the community engagement exercise, e.g. to check you live, work or learn in West Berkshire.

We might also ask you your:

- Age
- Gender
- Ethnicity
- Disability, if applicable

We collect this for monitoring purposes and to provide context to your responses. This allows us to make informed and evidence based decisions. The questions are optional and you don't have to respond to them if you don't want to.

What will we use your data for?

We will use your data in order to perform effective consultation and community engagement activities, and to allow us to make informed and evidence-based decisions.

We will never use your data for anything other than the purposes we collect it for.

Who will see your data?

- The West Berkshire Council officer(s) responsible for the consultation (who may be potentially from any service within the council)
- The Principal Performance Research and Consultation (PRC) Officer, PRC Officer and/or Principal Performance, Research and Information Officer, who manage the collection of all West Berkshire Council's consultation data where an online survey tool, e.g. Budget Simulator, is used.
- Data is processed on behalf of the Council by Delib Limited to the extent of using Delib Limited's software (Budget Simulator). Delib Limited is designated as the Data Processor in accordance to GDPR.
- We will not share your information with other third parties unless you have given us permission to do so.

Why are we doing this?

The Council runs an engagement exercise in its capacity as a public body, in the public interest. Participation is completely voluntary, but in order for your voice to be heard and for us to make sure the consultation is fair and not open to abuse, it's necessary to collect and process some personal data.

How long will your data 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?

We are using an online survey tool called Budget Simulator provided by Delib Ltd. to collect your responses to this engagement exercise. Data collected by this method is stored by the provider in accordance with the agreement between them and West Berkshire Council and in compliance with the GDPR requirements.

Data may also be held on the council's electronic systems and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

- Delib or the Council shall not transfer the personal data outside the European Economic Area.

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
