

READING BOROUGH COUNCIL

Data Privacy Notices (DPNs) Under GDPR  
Corporate Lettings

The GDPR sets out the information that you should supply and when individuals should be informed.

The information you supply about the processing of personal data must be:

- concise, transparent, intelligible and easily accessible
- written in clear and plain language, particularly if addressed to a child
- free of charge

<b>The identity and contact details of the company</b>  Reading Borough Council Corporate Lettings 01189372388 Email: <a href="mailto:facilities.lettings.team@reading.gov.uk">facilities.lettings.team@reading.gov.uk</a>
<b>Contact details of the Data Protection Officer</b> <a href="mailto:ricky.gill@reading.gov.uk">ricky.gill@reading.gov.uk</a>
<b>What Personal Data is held?</b> Name, Address, contact phone and email
<b>How will the data be stored?</b> Currently store in a locked cupboard but will be stored electronically on shared drive on council systems.
<b>What is the legal basis for the collection, use and storage of the data?</b> The data is collected via a form, the name and address is required for charging purposes, the contact number needed so we contact to collect customers to collect deposits and also so the Security Company have a contact in case there are issues with a hire.  It is necessary for us to process personal data in order to facilitate the contractual obligation for hiring corporate buildings
<b>Give details of how long the data will be stored and criteria used to determine this?</b> The data is stored from the time the form arrives until the hire has been completed and the security company confirm there have been no issues. Once the deposit is returned the personal data can be deleted

<p><b>Who will it be shared with and for what purpose?</b></p> <p>The only other organisation that will have access to the data is Early Security Services the council's external they will need the information of a hirer, prior to the hire, Name and phone number.</p>
<p><b>How can the service user get access to it?</b></p> <p>Subject Access Request can be made by following the link: <a href="http://www.reading.gov.uk/dataprotection">www.reading.gov.uk/dataprotection</a></p>
<p><b>State whether any data is to be transferred outside the EU?</b></p> <p>N/A</p>
<p><b>Is processing based on consent?</b></p> <p>You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:</p> <ul style="list-style-type: none"><li>• It is no longer needed for the reason why it was collected in the first place</li><li>• You have removed your consent for us to use your information and we do not have to keep your information for legal reasons</li></ul> <p>If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.</p> <p>We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.</p>
<p><b>What other rights does the service user have that we have to make known to them?</b></p> <p>You have the right to have their data corrected, and a right to put a complaint to the Information Commissioner's Office (ICO)</p>

## Consent

The GDPR sets out a higher standard for consent than the Data Protection Act. The GDPR defines consent as '*any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.*'

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Consent has to be a positive indication of agreement to personal data being processed. It cannot be inferred from silence, pre-ticked boxes or inactivity. Opt out consent is no longer acceptable under the GDPR. The GDPR is clear that controllers have to demonstrate that consent was given, so a review is best practice in order to ensure there is an effective audit trail.

#### **How should you write a consent request?**

Consent requests need to be easy to understand and separate from any other information such as general terms and conditions.

The consent request must include the name of your organisation and the names of any third parties who will rely on the consent.

Your purpose for wanting the data and the processing activities you will be doing with the data need to be included.

The right to withdraw consent at any time and how to do this must be included.

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