

READING BOROUGH COUNCIL

Data Privacy Notice (DPNs) Under GDPR - Oracle Fusion

<p><u>The identity and contact details of the company</u></p> <p>Reading Borough Council</p>
<p><u>Contact details of the Data Protection Officer</u></p> <p>Ricky.gill@reading.gov.uk</p>
<p><u>What Personal Data is held?</u></p> <p>Name (for suppliers - including foster carers and for refund payments) Bank account number and sort code Address Telephone number Payroll number (employees only) Spinal Point (employees only) Start date (employees only) Leaving date (employees only) Job title (employees only) Salary protection (employees only) Maternity leave period (employees only) Any other market supplements, additional responsibility etc due to an employee through the terms of their employment NI numbers (For sole traders with whom RBC has a commercial relationship)</p>
<p><u>How will the data be stored?</u></p> <p>Oracle Fusion is a Cloud based service - which means that the Council in effect has a subscription to use and store data on Oracle's secure servers.</p> <p>The servers for Fusion are based in Oracle's Amsterdam data centre. Data can be viewed by Oracle employees (necessary if the Council's environments have a support issue that needs to be resolved), as well as, when required, any consulting resources the Council chooses to use to assist with project work.</p>
<p><u>What is the legal basis for the collection, use and storage of the data?</u></p> <p>There are a variety of bases for collecting this information:</p> <ul style="list-style-type: none">- Necessary to comply with The Accounts and Audit Regulations 2015 - (2)(4)(2)- Necessary to comply with contractual obligations with DS- Necessary to ensure that the legitimate interests of the DS are met when providing a specific service- Necessary to comply with Local Government Finance Act 1992 - requirement to produce a balanced budget- Necessary to comply with The Accounts and Audit Regulations 2015 - (2)(4)
<p><u>Give details of how long the data will be stored and criteria used to determine this?</u></p> <p>Financial Records have to be stored for 7 years</p>

Who will it be shared with and for what purpose?

The servers for Fusion are based in Oracle's Amsterdam data centre. Data can be viewed by Oracle employees (necessary if the Council's environments have a support issue that needs to be resolved), as well as, when required, any consulting resources the Council chooses to use to assist with project work.

How can the service user get access to it?

Subject Access Request can be made by following the link:
www.reading.gov.uk/dataprotection

State whether any data is to be transferred outside the EU?

Oracle Support is a global organisation, with centres in the USA, Romania and India, the data uploaded and work to resolve issues may be carried out outside of the EU. Oracle vet all support staff. Any data viewed outside the EU will not be stored.

Is processing based on consent?

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

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.

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.

What other rights does the service user have that we have to make known to them?

You have the right to:

- have your data corrected,
- have your data deleted, and
- put a complaint to the Information Commissioner's Office (ICO)

State if there will be any automated decision making

There will be no automated decision making as a result of the information held