

READING BOROUGH COUNCIL

The identity and contact details of the company
Reading Borough Council
Contact details of the Data Protection Officer Nayana.george@reading.gov.uk Ricky.gill@reading.gov.uk
What Personal Data is held? In the course of responding to the COVID-19 (coronavirus) pandemic and providing you with the support you need, the personal information we will collect about you will include: name contact details e.g. phone number or email address household composition address date of birth age NHS number financial information We will also collect ‘special category data’ (personal data which is more sensitive and is treated with extra care and protection) about you, including information about your health, care and support needs. We will obtain personally identifiable data from other sources in order to identify people who are vulnerable to the coronavirus, or may require support as a result of the coronavirus. This includes personal information about individuals who do not meet our normal support criteria, but have had their normal support from family or friends reduced or interrupted.
How will the data be stored? In secure electronic management database systems, spreadsheets stored on internal secure folders and accessed on secure encrypted laptops. All data is stored on secure servers. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.
What is the legal basis for the collection, use and storage of the data? We rely on the following as the lawful bases on which we collect and use your personal data: ‘Vital Interests’ (the processing is necessary to protect someone’s life), Article 6(1)(d) ‘Public Task’ (the processing is necessary to perform a task in the public interest or for our official functions), Article 6(1)(e). The legislation which underpins this lawful basis includes: Care Act 2014 Children’s Act 1989 Health and Social Care Act 2012 Homelessness Reduction Act 2017 Localism Act 2011 Notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002

Civil Contingencies Act
Additionally, for the collection and use of special category data during the pandemic, we rely on the following legal bases:

It is necessary for the purposes of carrying out obligations in the field of social protection law, Article 9(2)(b) GDPR (along with the accompanying condition in the Data Protection Act 2018 as set out in Schedule 1, condition 1).

It is necessary for reasons of substantial public interest, Article 9(2)(g) GDPR (along with the accompanying condition in Schedule 1 of the Data Protection Act, i.e. for statutory and government purposes, or for the safeguarding of children and individuals at risk).

It is necessary for reasons of public interest in the area of public health, Article 9(2)(i) GDPR. (along with the accompanying condition in the Data Protection Act 2018 as set out in Schedule 1, condition 3).

It is necessary for the provision of health and social care, Article 9(2)(h) GDPR (along with the accompanying condition in the Data Protection Act 2018 as set out in Schedule 1, condition 2).

It is necessary for the protection of vital interests, Article 9(2)(c) GDPR.

Give details of how long the data will be stored and criteria used to determine this?

Some of the information being used will already be held by us and will be kept in line with our retention schedules.

However, we will be collecting new information as a result of the response to the pandemic. We will not keep this information for any longer than necessary. We do not yet know how long the pandemic will continue for, so the requirement to keep this information will be kept under review.

Who will it be shared with and for what purpose?

We are working with partners and organisations locally and nationally to make sure we deliver a co-ordinated and good service to you. We will share personal information where it is necessary and proportionate in responding to the pandemic and providing you with care and support. We will, where applicable, share your personal information, including health information, with the following:

- community hubs
- the NHS
- local NHS Trusts
- GPs and hospitals
- district and borough councils
- health and care providers
- voluntary organisations and any other providers where we feel they can help meet your service needs

This is not an exhaustive list and may change as the situation with the pandemic does. Please also refer to the main corporate privacy statement for further examples of third parties who we may need to share your information with, if appropriate and necessary.

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?

N/A

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?

The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO)

State if there will be any automated decision making

N/A