READING BOROUGH COUNCIL

Consultations Data Privacy Notice

Consultations at Reading Borough Council

The Council consults members of the public on a number of issues. Your participation in any consultation is voluntary but as part of that consultation process you may be asked to provide some personal information. Sometimes this information is mandatory in order to verify identities of the participants of the survey, for the prevention and detection of fraud. Mostly the information we ask for is optional and is used to provide feedback to the participant about the survey, and to help us understand whether our consultations are reaching a diverse range of residents. You will be asked to confirm your consent.

What personal information do we hold about you?

Where we require you information in order to verify identity we will hold your name and home address.

We will hold optional information on your name, postcode, email address, age group, gender, gender identity, disability status, ethnicity, religion, sexual orientation, employment status, highest level of qualification and housing tenure.

How will we use your information?

The mandatory information is used to verify your identity for the prevention and detection of fraud.

The non-mandatory information will be used to provide feedback to you about the survey or where you have agreed to it to keep you informed of other Council activities.

The data on your characteristics is used to analyse the responses to consultations to help us see if there are differences between the views of different residents. and to help us understand whether our consultations are reaching a diverse range of residents.

How will the data be stored?

Your data is stored on the Citizenlab consulation platform , a secure data system. You can find more about Citizenlab's's data privacy here Privacy Policy | Reading Borough Council (citizenlab.co). Data for analysis is anonymised i.e. your name, address and contact details are detached and kept separately from your responses. A unique identifier number is used to enable match up the details if needed in the future.

Personal information downloaded by Council staff are stored on Council computer equipment and are password protected and encrypted. The computer equipment is only used in line with Reading Borough Council's ICT security policies.

What is the legal basis for the collection, use and storage of your data?

All the data is provided with your consent.

Who will your data be shared with and for what purpose?

No personal details will be passed on to any other organisation. Personal details may be shared internally within the Council in order to effectively deal with your response.

Reports of consultations will not identify individuals. Information such as postcodes will rounded up to at least ward level before data is shared.

Under the Data Protection Act 1998 we have a legal duty to pass information to third party organisations such as the Police, The Department of Work and Pensions and anti fraud agencies for the purposes of preventing and detecting crime, or for anti-fraud purposes.

How long will we keep your information?

Your data will be stored for 2 years from completion of consultation unless part of a statutory process in which case three years from completion of that process.

Your rights

You can get access to your information by submitting a Subject Access Request which can be made by following the link: www.reading.gov.uk/dataprotection. You also have the right to have your data corrected, the right to have your data deleted and the right to put a compliant to the Information Commissioner's Office (ICO).

You have the right to withdraw your consent at any time.

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

How to contact us

You can contact Reading Borough Council on 0118 937 3787 or www.reading.gov.uk.

The Data Protection Officer is Joe O'Neill (Joseph.O'Neill@reading.gov.uk)