

READING BOROUGH COUNCIL
Tenant Services - Tenant Participation Unit
Data Privacy Notice under GDPR

<p>The identity and contact details of the company Reading Borough Council Tenant Services - Tenant Participation Unit</p>
<p>Contact details of the Data Protection Officer Ricky.Gill@reading.gov.uk</p>
<p>What Personal Data is held? Name Address Telephone number Email address Dietary requirements (for catering purposes) Transport support requirements Childcare or other care requirements (for parents and carers) Photos of tenants taking part in various tenant involvement activities (to promote tenant involvement in Housing's publications to RBC tenants, e.g. Housing News, Annual Report)</p>
<p>How will the data be stored? On a secure drive with access restricted to members of the Tenant Services team. The secure drive is accessed via Reading Borough Council encrypted laptops issued to staff. Email communications are stored securely using individual staff email accounts or the Tenant Participation email in-box which is accessible only to staff in the Tenant Participation team.</p>
<p>What is the legal basis for the collection, use and storage of the data? To enable tenants to participate in co-regulating the Housing Service as is their right under the Localism Act 2011. To support tenants' access needs in line with the Equality Act 2010.</p>
<p>Give details of how long the data will be stored and criteria used to determine this? The data will be stored for a period of two years. We will seek your consent to continue to hold your data after this time period by writing to you.</p>
<p>Who will it be shared with and for what purpose? Your name and address may be shared with a local taxi company (Premier Cars) to enable us to book transport for tenants who need assistance in travelling to tenant participation meetings, consultations and other events. Your photo may be shared in our publications (Housing News, local Housing Officer newsletters, 'Love Your Block' building cleaning newsletter, Housing Annual Report) to promote the benefits of tenant involvement and to encourage other tenants to take part. Your photo will be used only if you sign a photo consent form.</p>

The information will be shared internally for the better performance and efficiency of Council services.

How can you get access to your data?

Details of how to make a Subject Access Request can be found on the Reading Borough Council web site here:
www.reading.gov.uk/dataprotection

Is any of your data to be transferred outside the EU?

No.

Is processing based on consent?

Yes. By returning a data consent form you agree for the Tenant Participation Team to hold your details on our 'Sounding Board' involved tenant mailing list. By signing a photo consent form you agree for your image to be used in one of Housing's publications to tenants, and you can specify restrictions on the use of your image.

You have the right to withdraw your consent at any time by writing to us free of charge at:

**Business Reply Licence Number RTHLS-CKGX-RKLL
Reading Borough Council
Tenant Participation Unit
Civic Offices
Bridge Street
Reading RG1 2LU**

Or via email to: tenant.participation@reading.gov.uk

What other rights do you have?

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

Will there will be any automated decision making?

No.