

READING BOROUGH COUNCIL

Data Privacy Notice  
Neighbourhood Initiatives

<p>The identity and contact details of the company</p> <p>Neighbourhood Initiatives Team, Reading Borough Council, Neighbourhoodinitiatives@reading.gov.uk</p>
<p>Contact details of the Data Protection Officer</p> <p><a href="mailto:Ricky.gill@reading.gov.uk">Ricky.gill@reading.gov.uk</a></p>
<p>What Personal Data is held?</p> <p><i>Name, Address, telephone, email, tenure</i></p>
<p>How will the data be stored?</p> <p><i>On secure encrypted laptops and systems or locked filing cabinets. E-mails will be sent blind copy.</i></p>
<p>What is the legal basis for the collection, use and storage of the data?</p> <p><i>To manage the Safer Neighbourhood Forum meetings providing invites and updates on meeting and actions in relation to the groups. To record the consultation process and agreement or otherwise of residents to capital projects such as gating or lighting for the prevention / detection of crime.</i></p> <p><i>To identify possible crime prevention / intervention actions and where appropriate other support services the data subject may wish to access.</i></p> <p><i>To assist community groups to develop locally and potentially seek funding. The information is required to be held on the basis of legitimate interests.</i></p>
<p>Give details of how long the data will be stored and criteria used to determine this?</p> <p><i>Safer Neighbourhood Forum data - only whilst a member of the group or as long as they wish to remain on the distribution list. The Neighbourhood Initiatives Team will endeavour to do an annual cleanse updating the database.</i></p> <p><i>Service provision 6 years from the referral point.</i></p>
<p>Who will it be shared with and for what purpose?</p> <p><i>Within RBC, appropriate Council Services including Housing, Adult social Care and Reading's Anti-Social Behaviour Team if appropriate. Information will only be shared with the data subject's prior consent. Externally, Thames Valley Police and voluntary support services such as Age Concern, Reading Voluntary Action and Housing Associations. Information will only be shared with the data subject's prior consent. On occasion, emails may be shared with SNF Chairs/Secretaries for the facilitation and administration of the group.</i></p>
<p>How can the service user get access to it?</p> <p><i>Subject Access Request can be made by following the link:</i> <a href="http://www.reading.gov.uk/dataprotection">www.reading.gov.uk/dataprotection</a></p>

Classification: OFFICIAL

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

*No*

**Is processing based on consent?**

*Yes*

**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**

*No*

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