

READING BOROUGH COUNCIL

Guide to Creating Data Privacy Notices (DPNs) Under GDPR

The GDPR sets out the information that you should supply and when individuals should be informed.

The information you supply about the processing of personal data must be:

- concise, transparent, intelligible and easily accessible
- written in clear and plain language, particularly if addressed to a child
- free of charge

The identity and contact details of the company Richard Lewis - Reading Borough Council Winter watch
Contact details of the Data Protection Officer <i>Ricky.gill@reading.gov.uk</i>
What Personal Data is held? Full name Date of birth Addresses including postcode Income information Medical history Energy usage information
How will the data be stored? On secure encrypted laptops and systems Winter watch shared drive with password Paper files stored in a lockable storage unit.
What is the legal basis for the collection, use and storage of the data? To report to manages, heads of services and councillors to write up reports and provide stats of residents we have visited during the winter watch campaign. We will also use the information to review past visit information for follow up visits in the future. (i.e) how much credit we provided, what support was offered and how the visit was left. Based on consent we will only pass on personal information if they agree to.
Give details of how long the data will be stored and criteria used to determine this? We will keep the information for a maximum of 6 years

Who will it be shared with and for what purpose?

Citizens advice bureau

Commuicare

Royal Berkshire fire and rescue service

Age UK

We will be referring to the above agencies for extra support for the resident. No referrals will be made without the clients consent.

How can the service user get access to it?

www.reading.gov.uk/dataprotection

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

Data will not be transferred outside the EU

Is processing based on consent?

The right to withdraw consent at any time needs to be communicated

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.

This information has been included in the Winter watch inspection sheet. The resident will sign to state they understand

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 None