

Classification: OFFICIAL

## READING BOROUGH COUNCIL

### Citizens' Panel Fair Processing Notice

Under the Data Protection Act 1998 the Council is required to protect any personal information we hold about you and ensure we process it fairly.

This Fair Processing Notice tells you:

- What information we hold about you
- How we use your information
- How your data will be stored
- Who we share your information with
- How long we keep your information
- Your rights
- How to contact us

#### What personal information do we hold about you?

We hold information on your name, postcode, email address, age group, gender, health status, employment status, ethnicity, religion, and sexual orientation.

#### How will we use your information?

The data will be used to contact you for the purposes of gaining your views on Council services and key issues for Reading, as part of your agreement to be a member of the Council's online citizens' panel.

The data on your characteristics has been used to ensure that the panel is as representative of the Reading population as possible.

#### How will the data be stored?

Personal information recorded on the Council's portable computer equipment is password protected and encrypted. The computer equipment is only used in line with Reading Borough Council's ICT security policies.

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

No personal details will be passed on to any other organisation. Other organisations may ask questions through the Reading Borough Council panel for example: Fire & Rescue Service; Police Authority; and Health Authority. Any results may also be shared with these organisations.

Personal details may be shared internally within the Council if required for the operation of the panel.

#### How long will we keep your information?

Your data will be stored for 3 years, as this is will be the life span of the panel, after which membership will be renewed.

Classification: OFFICIAL

Classification: OFFICIAL

### **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](http://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 complaint to the Information Commissioner's Office (ICO).

You can withdraw your consent to be a member of the citizens' panel at any time.

### **How to contact us**

You can contact Reading Borough Council on 0118 937 3787 or [www.reading.gov.uk](http://www.reading.gov.uk).

The Data Protection Officer is Sonal Khimji on 0118 937 3264 or [sonal.khimji@reading.gov.uk](mailto:sonal.khimji@reading.gov.uk).

Classification: OFFICIAL