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Approved by IGO:

## **READING BOROUGH COUNCIL**

### **Data Privacy Notices (DPNs) Under GDPR**

#### **ACCESS AND DISABILITIES WORKING GROUP**

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**

**Reading Borough Council**

#### **Contact details of the Data Protection Officer (Information Governance Officer (IGO))**

*Ricky.gill@reading.gov.uk*

#### **What Personal Data is held?**

A consolidated list of people who have expressed an interest in receiving invitations to **ACCESS AND DISABILITIES WORKING GROUP** meetings.

We hold the following information:

*Name*

*Address **Where given***

*Telephone number **Where given or obtained via the online BT telephone directory***

*Mobile number **Where given***

*Email address **Where given***

*Whether the forum member identifies as: / Service user / organisation*

*There are a number of distribution lists held for the Working Group:*

*Email Addresses*

*Postal Addresses*

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*Those wishing to have Word documents in preference to other formats*

*Elected Members/Staff*

**How will the data be stored?**

*The data is stored on secure encrypted systems and laptops. The area where the data is stored is accessed by a limited number of people.*

**How can the service user get access to it?**

Subject Access Requests can be made by following the link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

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.

You have the right to have your data corrected, the right to have your data deleted and your right to put a complaint to the Information Commissioner's Office (ICO): <https://ico.org.uk/for-the-public/>

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