

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 Reading Borough Council, Civic Offices, Bridge Street, Reading, Berkshire, RG1 2LU. Telephone number 0118 937 3737
Contact details of the Data Protection Officer Ricky.gill@reading.gov.uk
What Personal Data is held? Name, mobile number, DOB, Address, email address
How will the data be stored? Data will be stored in the communications shared drive on a secure encrypted laptop.
What is the legal basis for the collection, use and storage of the data? For mayoral engagements and activities which the Mayor is invited to. We require the data to liaise with the event organiser and to advise the Mayor on who will be meeting them and where. We require contact numbers in case we need to contact them on the day of the event. We will obtain this information by consent when organisers apply for the Mayor to attend events via an online form hosted by the RBC website.
Give details of how long the data will be stored and criteria used to determine this? Two years
Who will it be shared with and for what purpose? The information won't be shared with any external organisations.

<p>How can the service user get access to it? <i>www.reading.gov.uk/dataprotection</i></p>
<p>State whether any data is to be transferred outside the EU? No</p>
<p>Is processing based on consent? Yes it is. We will inform you about your right to withdraw consent via the automated email response from the online application form.</p>
<p>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)</p>
<p>State if there will be any automated decision making n/a</p>