

READING BOROUGH COUNCIL

<p><b>Data Privacy Notice - Committee Services</b></p> <p>Michael Popham (<a href="mailto:michael.popham@reading.gov.uk">michael.popham@reading.gov.uk</a> / 01189372153)</p>
<p><b>Data Protection Officer</b></p> <p>ricky.gill@reading.gov.uk</p>
<p><b>What Personal Data is held?</b></p> <p>Name, email address and (in some cases) postal address and phone number for individuals who have:</p> <ul style="list-style-type: none"><li>• requested information about Council or Committee meetings;</li><li>• asked questions, submitted petitions or made representations to Council or Committee meetings;</li><li>• had an application or other matter reported to Planning Applications Committee/ Licensing Applications Committee for consideration;</li><li>• been appointed independent members of the Remuneration Panel or Standards Committee;</li><li>• been appointed external members of the Standing Advisory Council on Religious Education or Parenting Panel;</li><li>• been appointed non-councillor members or observers of the Mapledurham Playing Fields Management Committee;</li><li>• been appointed to represent the Council on outside bodies;</li><li>• requested that the Council make an appointment to their organisation;</li><li>• previously been members of the Council;</li><li>• previously been members of staff in Committee Services;</li><li>• submitted a tender to the Council in hard copy format. (N.B. the vast majority of tenders are now submitted electronically)</li></ul> <p>Visual image of individuals who have participated in a webcast Committee/Council meeting and have chosen to use an 'on camera' microphone.</p>
<p><b>How will the data be stored?</b></p> <ul style="list-style-type: none"><li>• On secure encrypted laptops and systems</li><li>• Hard copies of some documents are stored in cupboards in a non-public area of Reading Borough Council's Civic Offices. A Card entry system is used to gain access to the office area.</li></ul>
<p><b>What is the legal basis for the collection, use and storage of the data?</b></p> <p>Legal obligation and public interest - to carry out Reading Borough Council's functions in relation to meetings and other administrative tasks, in accordance with statutory requirements in the Local Government Act 1972 and local provisions set out in the Council's Constitution, specifying the rules of procedure to be followed.</p> <p>Consent - providing information as requested on the Council's decision-making process.</p>

Give details of how long the data will be stored and criteria used to determine this?

- Individuals who have requested information about Council or Committee meetings;

This data will no longer be required by Committee Services when the modern.gov committee management system is introduced during 2018/19. Members of the public will sign up through the website for automated email updates on meeting information and their personal information will not be collected or retained by Committee Services.

- Individuals who have asked questions, submitted petitions or made representations to Council or Committee meetings;
- Individuals who have had an application or other matter reported to Planning Applications Committee/ Licensing Applications Committee for consideration;

Electronic copies of public reports and meeting minutes that may contain personal information (names) will be stored indefinitely on the team's shared drive stored on a secure server and published on the Council's website as part of the public record. Supporting correspondence etc will be deleted in accordance with email management procedures. Hard copies will be destroyed shortly after the meeting has taken place, except for copies of signed minutes which will be transferred to Berkshire Record Office.

Electronic copies of exempt (non-public) reports that may contain more detailed personal information will be stored indefinitely on the team's shared drive stored on a secure server. Supporting correspondence etc. will be deleted in accordance with email management procedures. Hard copies will be destroyed as confidential waste shortly after the meeting has taken place.

- Individuals who have been appointed independent members of the Remuneration Panel or Standards Committee;
- Individuals who have been appointed external members of the Standing Advisory Council on Religious Education or Parenting Panel;
- Individuals who have been appointed non-councillor members or observers of the Mapledurham Playing Fields Management Committee;

Information will be held for as long as the individuals are appointed to these bodies and will thereafter be retained for 18 months before being destroyed.

- Individuals who have been appointed to represent the Council on outside bodies;

Information will be held for as long as the individual is appointed to represent the Council and will thereafter be destroyed.

- Individuals who have requested that the Council make an appointment to their organisation;

Information will be held for as long as the organisation requires a Council representative to be appointed and will thereafter be destroyed.

- Individuals who have previously been members of the Council;  
Councillor declarations of interests will be destroyed 18 months after retirement.

- Individuals who have previously been members of staff in Committee Services;

Information will be held for five years after leaving the Council and then

destroyed.

- Individuals who have submitted a tender to the Council in hard copy format. After opening tenders all documentation will be handed over to the relevant service.

Visual image of individuals who have participated in a webcast Committee/Council meeting and have chosen to use an 'on camera' microphone.

Meeting webcasts are retained indefinitely as a public record.

**Who will it be shared with and for what purpose?**

The only personal information shared with external organisations is where an individual has been appointed to represent the Council on an outside body. The vast majority of appointments are Councillors but a small number are members of the public (usually former councillors). Their personal data will be shared with the organisation can contact the appointee directly to provide them with the appropriate information to fulfil their role within the organisation.

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

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

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

Not applicable.

**Is processing based on consent?**

Yes - for those individuals who have requested information about Council or Committee meetings. Where consent is required this will be sought. You can withdraw consent at any time.

However some data is required based on statutory requirements, where no consent is required.

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.

**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

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their right to put a complaint to the Information Commissioner's Office (ICO).
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State if there will be any automated decision making -
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No.
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