

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “**Council**”) will use your personal data, and your rights in relation to that personal data. This document describes how and why we collect, store, protect, process and share the data you give to us. It is written in accordance with the UK data protection laws.

This notice relates to personal data collected through the West Berkshire Youth Survey and how we will use this information. The West Berkshire Youth survey is conducted via the survey monkey platform. The data collected through the survey will be used for West Berkshire Council and other local partners to understand the views of young people in the district and to identify opportunities to develop provision and support for young people aged 11-18.

This notice applies to potential, current and former participators in the West Berkshire Youth survey. It is important that you read this notice so that you know how and why we use information about you.

Date of Issue: 24 July 2024

Update History:

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| <i>Version 1</i> | First issue of a new Privacy Notice |
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Directorate: People

Service: Public Health

Team:

About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

Contact details for the Data Protection Officer at the Council can be found at:
www.westberks.gov.uk/dpofficer

What data will we collect about you?

In the West Berkshire Youth Survey we will ask for your

- Age,
- School,
- Gender,
- The first 6 digits of your postcode.

We may also collect the following special category data:

- Ethnicity (optional)
- Disability, if applicable

We will also ask you your opinions about local issues and opportunities. We do not ask for your name or full postcode so that your responses can remain anonymous. You are encouraged not to reveal any identifiable information in response to the open-ended questions.

Your responses to a consultation or engagement exercise, collected via Survey Monkey (Momentive), and stored by Momentive are subject to their Privacy Policy and Security Statement. You can view them by visiting:

- <https://www.surveymonkey.com/mp/policy/privacy-policy/>
 - <https://www.surveymonkey.com/mp/policy/security>
- The information you choose to give us will be held and protected using up-to-date technical and organisational security measures.

What will we use your data for?

We will use the answers from the West Berkshire Youth Survey to help inform and make decisions about various services and opportunities for young people aged 11-18 in West Berkshire. Your answers will give us a better understanding of what support young people in the area need and what you would like to see more or less of in your school/local area. This evidence will help influence decisions such as whether to seek funding for new projects in particular parts of West Berkshire.

Why are we collecting this data?

In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for using personal data which are set out in the data protection laws.

We have set out below the different purposes for which we collect and use your personal data, along with the legal basis we rely on to do so.

| Why we use your information | Our legal basis for using your information |
|--|---|
| We will use the information you give us to conduct an effective survey of young people's views and for us and our partners to make informed and evidence based decisions | Public Task: Article 6(1)(e) of the UK GDPRthe processing is necessary for the performance of a task carried out in the public interest or in the exercise |

| Why we use your information | Our legal basis for using your information |
|---|---|
| <p>Participation in the West Berkshire Youth Survey is voluntary but for us to understand your views it is necessary to collect and process some personal data.</p> | <p>of official authority vested in the controller.</p> <p>The legal basis for processing special category data is as follows: Article(2)9 reasons of substantial public interest</p> <p>As a local authority, we have an obligation to understand and shape services based on resident's views. The data processed in this survey is therefore carried out on the public task legal basis, as it is necessary for us to process this data to understand young people's views.</p> <p>The Children Act 2004 requires the council and its partner agencies to work together to improve the wellbeing of CYP in the local areas (sections 10 and 11)</p> |

Who will see your data?

Your data will be shared and viewed by officers within West Berkshire Council. It will also be shared with colleagues in [Berkshire Youth](#), Thames Valley Police and the office of the police and crime commissioner (OPCC). Reports giving an overview of the survey answers will be created and shared with your school and your local town or parish council.

Retaining your information

Your personal data will not be kept longer than necessary. We will delete the survey data 7 years after the period of the survey closing.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

International transfers

Your response, collected via Survey Monkey (Momentive), is held in their EU Data Centre in Ireland. Otherwise your personal data will not be processed outside the UK or by an international organisation.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.