

# Privacy Notice –

## West Berkshire Directory Champion Scheme

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 legislation.

We collect personal data to help us to run the West Berkshire Directory Champion scheme.

If you have any questions about how your data is being used please contact the West Berkshire Directory team. Our contact details can be found using the following link:

[Contact us | West Berkshire Directory](#)

**Date of first Issue:** 11 April 2025

**Date of latest issue:**

**Update History:**

Version 1	First issue of a new Privacy Notice – West Berkshire Directory Champion Scheme

**Directorate:** People  
**Service:** Adult Social Care; Education  
**Team:** West Berkshire Directory

**About the Organisation:**

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

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

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

## What personal data will we collect about you?

To join West Berkshire Directory Champion scheme, you will be asked to provide the following information.

- Contact Name\*
- Organisation\*
- Email address\*
- Telephone number
- Sector

\*required information.

If you join the scheme and then change your mind, you can ask the Directory team to remove your details from the database at any time.

The Directory team contact details are here: [Contact us | West Berkshire Directory](#)

## What is the purpose and legal basis for processing your personal 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
<p>Where you have agreed to be a Directory Champion, we will use your data in order to communicate with you, perform effective consultation and engagement exercises with you, provide training and support on its use, and how to guide others to use it for services. Where you have requested them, we will also use your data to provide you with a newsletter and updates.</p> <p>We will never use your data for anything other than the purposes we collect it for.</p>	<p><b>Consent:</b> Article 6(a) of the UK General Data Protection Regulations ("UK GDPR") namely you have provided your consent for us to use your personal data in this way. If you do not wish the Council to process your personal data, it will be unable to establish a contract to provide the service for you. For the limited special category data that the Council is processing the Council is relying on Article 9 (2)(a) of the UK GDPR namely explicit consent to process your personal data as detailed in this notice.</p>

## Who will see your data?

The Information Coordinator, Adult Social Care and the Specialist Information Officer Early Years/Local Offer, who manage and have access to the West Berkshire Directory Champion scheme database.

We will not share your information with third parties unless you have given us permission to do so.

## Why are we doing this?

The aim of having a West Berkshire Directory Champion scheme is to help spread the word about the West Berkshire Directory by:-

- **Supporting Users:** Assist residents, patients, service users, or customers in using the Directory, especially those without digital access, including printing search results.
- **Promoting the Directory:** Share information through your networks, communication channels, community groups, or by adding a link to your website.

## How long will your data be kept?

Your data will not be kept any longer than necessary. Your data will be kept for as long as you wish to remain on the scheme.

If you join the scheme and then change your mind, you can ask the Directory team to remove your details from their list of champion members at any time.

The Directory team contact details are here: [Contact us | West Berkshire Directory](#)

Periodically, the Directory Team will contact all those on the Champion scheme that have provided an email address to ask if they wish to continue being a member and to update their details, where necessary.

The Directory Team will send a newsletter to your provided email address quarterly. You can opt out of receiving the newsletter at any time by contacting us.

You may be invited to join a West Berkshire Directory User Group. The privacy notice for that group is a separate document.

## How is your data stored and processed?

Data will be held on the council's electronic systems and will be protected using up-to-date technical and organisational security measures.

## Transfer overseas

Your personal data will not be processed outside the UK or by an international organisation.

## 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.
- **Withdraw consent** to the processing of your personal data at any time, where processing is based on your consent. To withdraw your consent, please contact our Data Protection Officer using the contact details below. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## How do you make a request?

If you wish to make a request associated with any of the rights listed above, you can do so on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

## Complaints

If you consider that your personal data has been misused or mishandled, you can complain to the Information Commissioner's Office (the ICO), who is an independent regulator. It's easiest to do this online via the ICO website (<https://ico.org.uk/make-a-complaint/>), but you can also do so in writing to:

The Information Commissioner's Office:  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Or email at [casework@ico.org.uk](mailto: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.

END

---