

# 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 legislation.

This notice relates to personal data collected when you contact the Council’s Culture Team.

This notice applies to potential, current and former customers of the service and those we have contacted but have opted not to partake in the service. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

Date of Issue:

20 Mar 2018	First issue of a new Privacy Notice
22 April 2022	Updated

Directorate: People  
Service: Communities and Wellbeing  
Team: Culture

## 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:  
<http://www.westberks.gov.uk/dpofficer>

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## THE PERSONAL DATA WE HOLD ABOUT YOU

We will process the following personal data about you:

If you are booking tickets for an event, or making a general enquiry, we will ask for:

- your name
- email, address
- telephone number.

If you are making a room booking then we will also require:

- your company name, address and registration details

If you are making a donation or loan to the collection

- your name
- email, address
- telephone number

Object provenance

-Historic background information that might be personal where relevant

These details are collected and held on electronic CMS database and also in paper format of receipts and written registers and will be protected using up-to-date technical and organisational security measures.

## SOURCE OF YOUR PERSONAL DATA

We collect the above information about you from the data you enter when you contact us.

## 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>We will use your data in the following ways: -</p> <p>For bookings we will use your data to: -</p> <ul style="list-style-type: none"><li>• contact you with specific information about the event or room booking that you have made</li><li>• to confirm your booking</li><li>• to send you a receipt</li><li>• to provide an internal (Council) or external (non-Council) facilitator with a list of the names of the participants of a course, workshop or training.</li></ul> <p>For donations and loans to the collection, we will use your data:</p> <ul style="list-style-type: none"><li>• To enter into a museum's collections</li></ul>	<p><b>Performance of a contract:</b> Article 6b of the General Data Protection Regulations ("GDPR") namely processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</p> <p><b>Public Task:</b> Article 6e of the GDPR namely the processing is necessary for the performance of a task carried</p>

Why we use your information	Our legal basis for using your information
<p>management database</p> <ul style="list-style-type: none"> <li>• For research</li> <li>• In museum exhibitions and any public engagement work we do on social media that includes the collection. Please note, we do not include donor's or lender's names or contact details in public engagement activities unless specified in writing that it is ok to do so</li> <li>• To answer enquiries on the collection and local history</li> </ul> <p>You may be asked if you would like to opt-in to our mailing list. If you consent, you will receive monthly emails providing information about events and activities at Shaw House, West Berkshire Museum or West Berkshire Libraries. You can unsubscribe at any time to stop receiving messages.</p>	<p>out in the public interest.</p> <p><b>Consent:</b> Where 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.</p>

## SHARING YOUR PERSONAL DATA

Your data will be seen by employees of the Council relevant to the service or information request you have made. This will include Shaw House and West Berkshire Museum staff including volunteers.

Data relating to object provenance and historic information will be seen by members of the public.

We may share your personal data with third parties where it is necessary for the delivery of the service. This will include external (non-Council) facilitators who are delivering courses, workshops or training on behalf of the Council.

We may also share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

## RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary.

You can check how long the Council will keep each type of data against our retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)).

## 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 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 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

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Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113

Email: [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.