

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data in our capacity as a partner of a Royal Society for Public Health (RSPH) qualification centre, the Community Alcohol Partnership, for the Young Health Champion award programme.

Date of Issue: 06 July 2018

Update History:

06 July 2018	First issue of a new Privacy Notice
13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Communities  
Service: Public Health and Wellbeing

## 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>

## The Data Protection Officer

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

## What data will we collect about you?

Personal information is collected from you when you complete:

- A candidate registration form

- An individual learning plan
- A pre and post course evaluation form

We are required to collect and hold the following information under government rules (see “What will we use your data for?” below for more information):

- your name
- gender
- date of birth
- ethnicity \*
- address, telephone number, email address
- nationality (including, where applicable, the length of time you have been resident in the UK or EEA).

*\* Ethnicity is not mandatory and you may chose not to provide the information.*

Other types of information collected and held include any learning difficulties and/or disabilities you have that may impact on your learning. The data collected is used only to monitor takeup of the scheme among minorities to help to ensure equal opportunities

### **What will we use your data for?**

The data we collect will be transferred to the Royal Society of Public Health (award body) in order to award the Level 2 Young Health Champion qualification. We collect “special category” data in respect of any learning difficulties or disabilities you have in order to make sure that providers can make adjustments for you to learn effectively. Providing your ethnicity is not mandatory and you may chose not to supply the information. The data collected is used to monitor equal opportunities in line with The Equality Act 2010.. We only use this data for that purpose, and it is only shared with the express purpose of ensuring you can access learning that is in line with the requirements of The Equality Act 2010. We are required to collect and process this data as a condition of delivering the Royal Society of Public Health Young Health Champions qualification.

You can read more about how the RSPH handles the data we provide in their own Privacy Notice: <https://www.rsph.org.uk/about-us/legal-disclaimer/privacy-policy.html>

Anonymised data may be also be used to carry out research on the impact of the courses and/or devise and promote other courses or learning opportunities, but you will not be able to be identified from this processing.

### **Who will see your data?**

Your data will be seen by Royal Society of Public Health (RSPH) qualifications department, RSPH appointed qualification centres, the Community Alcohol Partnership (CAP) and authorised employees in the Council’s Public Health service.

### **Why are we doing this?**

The Young Health Champions programme is an activity which supports the Health and Wellbeing Boards Health and Wellbeing Strategy. The data collected enables the qualification body, RSPH, to process and award the Level 2 qualification.

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As such, we are processing the data you give us as necessary in order to provide access to the qualification. As per the GDPR, processing is therefore necessary for the performance of a contract to which you (as the data subject) are party or in order to take steps at your request prior to entering into a contract.

### **How long will your data will be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention) ).

### **How is your data stored and processed?**

Your data is protected using up-to-date technical and organisational security measures. It may also be stored securely in paper format at West Berkshire Council or your course provider's premises.

In the first instance candidate registration data is upload securely to the RSPH Qualification Centre Area (a secure web based area). This is a secure way of transferring documents to RSPH and will ensure that the correct team is notified of submitted new documents. A copy of the submitted document will also be saved within the RSPH Qualification Centre Area for future reference. In some cases it may be necessary for us to password-protect documents containing personal data which are electronically transferred to RSPH. Alternatively, a hard copy can be sent by recorded mail. Candidate results are sent to WBC by recorded mail with the qualification certificates.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed 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've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/> ), but you can also do so in writing to:

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

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