

**PRIVACY NOTICE CONSULTATION AND ENGAGEMENT**

This privacy notice sets out how the Public Protection Partnership (PPP) 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 consultation and engagement exercises on topics that we want the opinion of our residents, stakeholders and businesses on.

If you have any questions about how your data is being used please contact the [PPP Consultation](mailto:PPPConsultations@westberks.gov.uk) Team.

**Date of first Issue:** 06 June 2023

**Date of latest issue**:

**Update History:**

|  |  |
| --- | --- |
| Version 1 | First issue of a new Privacy Notice |
| Version 1.1 |  |

**Directorate:** Place

**Service:** Development and Regulation

**Team:** Public Protection Partnership

**About the Organisation:**

The Public Protection Partnership (PPP) is a shared service delivering Environmental Health, Licensing and Trading Standards on behalf of two authorities (Partners), Bracknell Forest Council and West Berkshire Council.

The data held within the PPP is owned by the specific council area it relates to:

For West Berkshire information West Berkshire Council (WBC) is the Data Controller. This means it is ultimately responsible for the data it holds about you. You can contact WBC at:

West Berkshire Council Market Street

Newbury

Berkshire, RG14 5LD

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

For Bracknell Forest information Bracknell Forest Council (BFC) is the Data Controller. This means it is ultimately responsible for the data it holds about you. You can contact BFC at:

Bracknell Forest Council

Time Square, Market Street, Bracknell

Berkshire RG12 1AJ

ICO Registration Number: Z4971654 <https://ico.org.uk/ESDWebPages/Entry/Z4971654>

**The Data Protection Officer**

Contact details for the Data Protection Officer for West Berkshire Council can be found at: <https://www.westberks.gov.uk/data-protection>

Contact details for the Data Protection Officer for Bracknell Forest Council can be found at:

<https://www.bracknell-forest.gov.uk/help/privacy-notices/our-privacy-notice>

**What personal data will we collect about you?**

We may ask for information about you such as:

• Name

• Address

We will use this information to make sure you’re entitled to take part in a consultation or engagement exercise.

We might also ask you your:

• Age

• Gender

• Household composition i.e. number of adults and children

• Ethnicity

• Sexual orientation

• Disability, if applicable

We collect this for monitoring purposes and to provide context to your responses. This allows us to make informed and evidence based decisions. The questions are optional and you don’t have to respond to them if you don’t want to.

We might ask for your contact details so that we can follow up on any queries or for further more in-depth engagement on specific topics. Again, the question is optional and you don’t have to respond to it.

**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 |
| We will use your data in order to perform effective consultation and engagement exercises, and to allow us to make informed and evidence-based decisions.  We will also use it to provide you with the service or information you have requested, for instance consultation notifications, newsletters or other correspondence.  We will never use your data for anything other than the purposes we collect it for | **Consent: Article 6a of the General Data Protection Regulations (“GDPR”) namely** you have provided your consent for us to use your personal data in this way. If you do not wish the PPP 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 PPP is processing the PPP is relying on Article 9 2(a) of the GDPR namely explicit consent to process your personal data as detailed in this notice. |

**Who will see your data?**

• The PPP Officer(s) responsible for the consultation.

• The Performance Research and Consultation (PRC) Manager, Principal PRC Officer, PRC Officer, Consultation and Engagement Officer, and/or Principal Performance, Research and Information Officer, who assist the PPP with the collection and analysis of consultation and engagement data.

We will not share your information with third parties unless you have given us permission to do so or we are required to do so by law, for example by court order or to prevent fraud or other crime

Where a service or information request requires us to share your data with other parties, a separate privacy notice will describe who that is.

**Why are we doing this?**

The PPP runs consultation and engagement exercises in its capacity as a public body, in the public interest and sometimes because we have a statutory duty to do so for example when seeking to modify hackney carriage tariffs. Participation is completely voluntary, but in order for your voice to be heard and for us to make sure the consultation is fair and not open to abuse, it’s necessary to collect and process some personal data. Some of the requirement to consult residents/ businesses/ other public authorities and stakeholders may be based in law, but this will depend on the topic and nature of the consultation.

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

Your data will not be kept any longer than necessary.

We sometimes use an online survey tool called Survey Monkey (Momentive) to collect your responses to a consultation or engagement exercise. Data collected by this method will be deleted from Survey Monkey, by WBC officers, 90 days after the responses have been downloaded. Once deleted from our account, the survey or data is no longer accessible by us, and the deleted data is then permanently removed from the Momentive system by the provider within 60 days. Some residual copies of deleted data may remain on backup media up to 90 days after the deletion has occurred, at which point it will be overwritten. (<https://help.surveymonkey.com/en/policy/surveymonkey-data/>)

Data is also held on the PPP’s electronic systems and will be destroyed five years from closure of the consultation.

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

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/>

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

**Transfer overseas**

As an international company, Momentive have Data Centres in the United States, Canada, and Ireland (EU). Your response to a PPP consultation or engagement exercise, collected via Survey Monkey (Momentive), is held in their EU Data Centre in Ireland.

(<https://help.surveymonkey.com/en/policy/surveymonkey-data/>)

**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 above. 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 by emailing [PPP Consultation](mailto:PPPConsultations@westberks.gov.uk).

**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/](https://ico.org.uk/make-a-%20complaint/)), 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)

Further information can be found at: [https://ico.org.uk/make-a-complaint/your-personal- information-concerns/](https://ico.org.uk/make-a-complaint/your-personal-%20information-concerns/)

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

