

# 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 to enable participating employers to request our assistance in arranging Disclosure and Barring Service checks for those roles that require it.

Date of Issue: 01 April 2018

Update History:

Version 1	First issue of a new Privacy Notice
Version 1.1 13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Resources  
Service: Human Resources  
Team: HR Services

## 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?

Your employer will collect some basic information such as your name and email address. You will then be sent a link by your employer which will invite you to complete an online application form in order to request the Disclosure and Barring Service (DBS) check.

Your employer will also require you to provide them with original documentation so they can verify your identity as part of the process. The documentation will vary depending on the employee. Information from these documents will be entered into the Capita e-bulk system and then destroyed.

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

Your data will be used to complete the process of a Disclosure and Barring Service (DBS) check at the required level. Information will only be shared with online processing service (Capita) and the DBS for vetting purposes and not any other third party organisations.

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

Your employer  
West Berkshire Council and Capita as a data processors on behalf of your employer  
The Disclosure and Barring Service.

### **Your right to refuse**

We are legally processing your data under the requirements of the:

Disclosure and Barring service DBS guidance  
Safeguarding of Vulnerable Groups Act 2006  
Rehabilitation of Offenders Act 1974  
Protection of Freedoms Act 2012  
Keeping Children Safe in Education 2016

If your job role requires a DBS check, there is no right to refusal of this processing if you wish to be employed. If you object to the processing, you will not be able to be employed as completing the check needs to be completed before a job offer is made. There's more on your rights below (see "Your Rights").

### **How long will your data 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 will be held on Capita's online DBS check system. You can read more about how this happens via the Privacy Policies provided by the DBS here:

<https://www.gov.uk/government/publications/dbs-privacy-policies>

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### **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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