

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect your personal data in order to conduct fair elections when selecting school representatives for the Schools Forum.

Date of Issue: 31 January 2019

Update History:

31 January 2019	First issue of a new Privacy Notice
13 April 2022	Minor amendment to contact details of the Data Protection Officer

Directorate: Resources  
Service: Strategic Support  
Team: Democratic 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:  
<http://info.westberks.gov.uk/dpofficer>

## What data will we collect about you?

The data we collect in order to conduct the election of representatives to the Schools Forum will only include:

Your Name (first name and surname)  
The school at which you are a serving governor

## What will we use your data for?

We use this date solely for the purposes of validation (making sure that each submission is valid) of each vote we receive. We need to ensure that those participating in the elections are serving governors at schools in our areas.

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

Your data will only be seen by the administrators of the election (council employees within Strategic Support) and officers within the Governor Services team in the Education Service. The information is cross-checked against existing information held by the Council to confirm eligibility to vote.

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

Clearly, participating in elections for schools representatives to the Schools Forum is optional, so you are not forced under any circumstances to vote. However doing so requires providing personally identifying data (your name and workplace) in order that the elections are held fairly.

The elections themselves are legally required to be held in order to select representatives, as described in Regulation 5 of The Schools Forums (England) Regulations 2012.

As the Council has been allocated responsibility for running these elections, the processing that is being carried out is due to a legal obligation to which West Berkshire Council is subject (GDPR article 6(c)).

It is also in the interests of the Council as a Public Authority (and the Local Education Authority) to conduct the elections in a fair and consistent way (GDPR article 6(e)).

There's more on your rights below (see "Your Rights").

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

Your data will not be kept any longer than necessary. The data collected as part of the electoral process is securely destroyed after the elections have concluded.

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

Your data will be held on a third party website (SurveyMonkey) which is being used to conduct the elections. The Council are satisfied that this offers suitable security for personal data. Where data is transferred from SurveyMonkey, it will be kept on the Council's secure network and protected using up-to-date technical and organisational security measures.

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### **Transfer overseas**

Your data may be stored or sent outside of the UK to the US, by SurveyMonkey, but this will not affect your rights under the GDPR, nor does it represent a significant security risk in the estimation of the Council.

## **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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