

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the information you give to us. We collect your personal data as part of a survey of children and young people being run by West Berkshire's Mental Health Support Team.

Date: 2<sup>nd</sup> October 2020

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: Communities  
Service: Education  
Team: Mental Health Support Team

## About the Organisation

West Berkshire Council is what we call a 'Data Controller'. This means that they are in charge of the information they have about you.

You can contact them at their 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?

In this survey, we will need to ask you to tell us your name and the name of your school. We will also ask you about the feelings you have been having.

## What will we use your data for?

We will use the answers you give us to help us understand more about how you have been feeling. If we think you might need some help, we may get in touch to offer you some additional support.

Answering the questions does not mean that you have said yes to getting some help – it just gives us the chance to offer it to you and then you can decide.

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

People who work in the Mental Health Support Team will be able to see the information you give us (your name, your school and the answers you tell us about how you have been feeling).

Your answers will also be seen by officers in the council's Research and Consultation team, who help to set up the survey and will help the Mental Health Support Team to access and understand the answers.

We may need to give your information to another system called NHS Digital. However, this information will be 'anonymised' – this means people will not be able to identify you.

Outside of these people, no one will get to see what you've written.

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

If you do not want us to collect and use your information, then you don't have to. It is your choice. If you do not agree, then we may not be able to offer you any help.

The law says that the council needs to think about why it is using your data and to find a reason that allows it to do so.

As part of the survey, we are asking you to agree to share your data with us. This means you can also choose not to agree.

If you decide not to agree then you won't be treated any differently by anyone – it's totally your decision whether to take part.

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

We will not keep the information you tell us any longer than we need to. West Berkshire have a schedule that you can look at to see how long we will hold onto your data for.

[www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)

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

The information you give us will be kept on a system on the computer that is secure.

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Only certain people can access this system.

Where we need to manage the data and link it to NHS Digital we use a program called IAPTUS. This is also secure and had lots of security measures in place to make sure that only certain people can access it.

### **Transfer overseas**

Your information will not be sent to another country outside of the UK

### **Your rights**

You have different rights that mean you can ask us about how we look after your information.

If you do want to find out more about this, you can look at this link:

[www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)

### **Complaints**

If you are not happy with how we have acted, you can complain to the Information Commissioner's Office. The easiest way to do this is online:

<https://ico.org.uk/concerns/handling/>

You can also write to:

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

END

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