

Privacy Notice

This privacy notice sets out how West Berkshire District Council (the “**Council**”) 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.

This notice relates to personal data collected as part of the ballot stage of an election to the West Berkshire Schools’ Forum or to the Children and Young People Scrutiny Committee. We will use this information to make sure you are entitled to vote/take part in the election process.

This notice applies to potential, current and former customers of the service and those we have contacted but have opted not to partake in the service. It is important that you read this notice so that you know how and why we use information about you. It is also important that you inform us of any changes to your personal information so that the information which we hold is accurate and current.

Date of Issue: 3rd July 2025

Update History:

31 st January 2019	First issue of a new Privacy Notice
13 th April 2022	Minor amendment to contact details of the Data Protection Officer
15 th August 2024	Updated notice to further clarify the use of data collected through SurveyMonkey for the purpose of elections to the Schools’ Forum.
3 rd July 2025	Updated notice to cover the election of parent governor representatives to the Children and Young People Scrutiny Committee.

Directorate: Resources
Service: Legal and Democratic
Team: Democratic Services

About the Organisation

The Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire District 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

THE PERSONAL DATA WE HOLD ABOUT YOU

We will process the following personal data about you:

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

We collect the above information about you from the data you enter when completing a ballot form. We will use this information to make sure you are entitled to vote/take part in the election process.

These details are collected using Survey Monkey which is managed by the Performance, Research and Consultation Team. On close of the election, they will be downloaded and sent to Democratic Services. The details will be protected using up-to-date technical and organisational security measures. You can view Survey Monkey (Momentive)'s Privacy Policy and Security Statement here:

- <https://www.surveymonkey.com/mp/policy/privacy-policy/>
- <https://www.surveymonkey.com/mp/policy/security>

SOURCE OF YOUR PERSONAL DATA

We collect the above information about you from the data you enter when completing a ballot form as part of a Schools' Forum election.

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 to validate each vote submitted as part of the election. The elections are required to be held in order to select representatives, as described in: Regulation 5 of The Schools Forums (England) Regulations 2012 (The Schools Forums (England) Regulations 2012 (legislation.gov.uk)), or Regulations 2 to 10 of The Parent Governor Representatives (England) Regulations 2001 (The Parent Governor Representatives (England))	Public Task: Article 6(1)(e) of the UK GDPR namely the processing is necessary for the performance of a task carried out in the public interest.

Why we use your information	Our legal basis for using your information
<p>Regulations 2001 (legislation.gov.uk))</p> <p>Where a service or information request requires you to submit further personal information, a separate privacy notice will describe how we will use that data.</p>	

SHARING YOUR PERSONAL DATA

Your data will be seen by:

- The West Berkshire Council Democratic Services officer responsible for the election.
- The Principal Performance Research and Consultation (PRC) Officer.
- The Performance Research and Consultation Officer.

We may also share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

RETAINING YOUR PERSONAL DATA

Your personal data will not be kept longer than necessary.

We use an online survey tool called SurveyMonkey (Momentive) to collect your data as part of the ballot stage of an election. Data collected by this method will be deleted from SurveyMonkey, by PRC officers, one week after the responses have been downloaded and sent to the Democratic Services Officer. Once deleted the data is no longer accessible by us via SurveyMonkey. 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/>)

The downloaded data will be held on a secure drive only accessible by the Democratic Services Team and will be held for one month before being permanently deleted.

You can check how long the Council will keep each type of data against our retention schedule (www.westberks.gov.uk/retention).

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 to continue 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.

HOW TO MAKE A REQUEST

If you wish to make a request associated with any of the rights listed above, contact the Council using the contact details at the top of this notice.

INTERNATIONAL TRANSFERS

Your response, collected via Survey Monkey (Momentive), is held in their EU Data Centre in Ireland. Otherwise, your personal data will not be processed outside the UK or by an international organisation.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. Further information can be found at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

The Information Commissioner can be contacted at:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF
 0303 123 1113

Email: casework@ico.org.uk

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.