

Classification: OFFICIAL

READING BOROUGH COUNCIL

Berkshire Record Office

The identity and contact details of the company Berkshire Record Office, 9 Coley Avenue, Reading, RG1 6AF. Email: arch@reading.gov.uk Tel: 0118 937 5132
Contact details of the Data Protection Officer Ricky Gill: ricky.gill@reading.gov.uk
What Personal Data is held? Name; postal and/or email address or telephone number, sometimes signature. For card payments, card number, expiry date and CSC code are taken but not retained.
How will the data be stored? RBC secure encrypted email system; hard copy print out of email in office filing system and onsite secure storage area.
What is the legal basis for the collection, use and storage of the data? Most data is retained for legitimate interests in order to process enquiries or as part of a contract for customer orders. Data for depositors is retained for the performance of a public interest task in exercise of official legal duty. Part of the receipt process forms a contract with the DS and it protects the legal rights of the Berkshire districts and the DS. Marketing mailing list information is retained with the consent of the DS.
Give details of how long the data will be stored and criteria used to determine this? Enquiries information kept for 7 years in order to respond to customer queries and check previous correspondence and service provision should the customer contact us again. Copy reader ticket information is kept for one month after which hard copies are shredded through a confidential waste system. Reprographics orders information is kept until 2039 under the Copyright Law under the Copyright, Designs and Patents Act 1988. Depositor information is kept permanently to prove ownership of collections. Marketing information is kept until the DS withdraws consent.
Who will it be shared with and for what purpose? CARN reader ticket information: form sent to Archives and Record Association (UK & Ireland) as administrator for the scheme. ARA is on the Data Protection Public Register (number Z6266420) kept by the Office of the Information Commissioner. No other data is shared.
How can the service user get access to it? Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection
State whether any data is to be transferred outside the EU? Not transferred outside the EU.
Is processing based on consent? Marketing mailing list only. All other processes – not based on consent. <i>You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:</i> <ul style="list-style-type: none">• <i>It is no longer needed for the reason why it was collected in the first place</i>• <i>You have removed your consent for us to use your</i>

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information and we do not have to keep your information for legal reasons

If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.

We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.

What other rights does the service user have that we have to make known to them?

The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO)

State if there will be any automated decision making

No