



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice Appeals and Hearings**

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

### **Who are we?**

Democratic and Electoral Services  
Wokingham Borough Council,  
Shute End,  
Wokingham,  
Berkshire,  
RG40 1BN

### **What is the lawful basis for processing the information?**

The lawful basis for processing your information is necessary for compliance with a legal obligation, as specified by the following legislation:

- The Licensing Act 2003
- School Admissions (Appeal Arrangements)(England) 2012
- School Admissions Code
- The School Discipline (Pupil Exclusion and Review)(England)) Regulations 2012
- The Localism Act 2011

### **How do we collect information from you?**

Information is collected from you as the service user primarily via online web forms, hard copy documents, e-mail, and on occasion by telephone or through face-to-face discussion to advise what items we require to be submitted in writing. This information will be collected from either you directly as the data subject, or from a representative acting on your behalf.

### **What type of information is collected from you?**

The service collects and processes a range of information about you. The information is provided to enable the Democratic Services to carry out its duty and functions, provide you with a service, and continue to make service improvements.

This relates to Appeals and Hearings which are organised and clerked by Democratic Services and include the following:

- School Admission Appeals
- School Exclusion Review Hearings
- Licensing Appeals
- Taxi Driver Appeals
- School Transport Driver Appeals
- Street Trading Consent Appeals
- Home to School Transport Appeals
- Member Code of Conduct Hearings

We may collect the following information: Surname, Forename (or Initial), Title, Date of Birth, Address, Postcode, E-mail, Phone number, Previous address, Previous postcode, Marital

status, Ethnicity, School history, Child(ren)s details, Details of family relationships in and outside of your household, Medical history including details about you or your child(ren), Details of special educational needs (e.g if you need an interpreter or translator), Details of criminal convictions and any Cultural, Spiritual or Religious beliefs.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

### **How do we use the information you have provided?**

All information provided is used by Wokingham Borough Council in the organisation and processing of your Appeal or Hearing.

### **Who has access to the information about you?**

Your information is managed by staff employed in Democratic Services. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

### **Who we may share your information with?**

When contacting Democratic Services for the purpose of an Appeal or Hearing, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. Your information will be shared with the following:

- Relevant Officers in the School Admission, Home to School Transport, Legal, Special Educational Needs and Licensing Teams in order for them to prepare their case to be presented to the relevant Panel
- The relevant School to prepare their case to be presented to the School Admission or Exclusion Review Panel
- Members who make up the Panel considering the Appeal
- Independent Persons in relation to Member Code of Conduct matters

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

To ensure that information is held continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access individuals personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

### **How long do we store your information?**

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: [www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement](http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement)

### **Does the service utilise automated decision-making?**

Democratic Services does not utilise automated decision-making in the services that it provides.