



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice Lanyards (Staff Passes)**

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?**

Facilities  
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 the performance of a public task, as specified by the following legislation and guidance:

- Counter-Terrorism and Security Act 2015
- Private Security Industry Act 2001
- Regulation of Investigatory Powers Act 2000
- Human Rights Act 1998

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

Wokingham Borough Council collects information from the employees Line Manager and verified with the employee when the service are creating and issuing the staff pass (lanyard).

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

To be able to issue an employee with their staff pass, the service is required to collect the following information: Surname, Forename, a Photograph of the individual, the Service area they are employed in, Phone number and the Duration of their contract.

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

All information collected by Facilities is used by Wokingham Borough Council for the purposes of:

- Issuing a lanyard which allow employees to access restricted areas of Council property
- Enable residents, customers, clients and visitors to identify members of staff of the Council
- Used internally on email and instant messenger software to aid in identification of individuals.
- Monitor security of the Councils buildings

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

Your information is managed by staff employed in Facilities. Your photograph image, name, and phone number will also be shared with officers from other service areas for ease of

contact. 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.

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?**

The Council will only share partial information internally with other members of staff for the purpose of ease of contact. You will be required to share information on your pass when carrying out work for the Council to confirm your identity, especially when carrying out work off site; such as visiting a client in their home.

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.

### **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?**

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