



**WOKINGHAM
BOROUGH COUNCIL**

Privacy Notice COVID-19 (Coronavirus)

This notice, in conjunction with Wokingham Borough Council's privacy statements, explains how Wokingham Borough Council will collect, use and protect personal data specifically with regards to the Coronavirus pandemic. You can view the Council's other privacy notices which contain more information on how we collect, use and protect personal data generally as well as your rights as a data subject.

Who are we?

Wokingham Borough Council,
Shute End
Wokingham,
Berkshire,
RG40 1BN

What is the lawful basis for processing the information?

We will process your personal data for specific reasons during the coronavirus outbreak. The legal bases for processing by the council as a public authority will be:

- Where disclosure is in the vital interests of yourself or another person (Article 6(1)(d) and 9(2)(c) GDPR)
- Where it is necessary in the public interest (Article 6(1)(e))
- Where it is necessary for the reasons of substantial public interest Article 9(2)(g)
- Where it is in the interest of public health Article 9(2)(i)

What type of information is collected from you and how do we use the information you have provided?

We have an obligation to assist the Government and Public Health England in this crisis. We already collate and hold information from citizens, employees and stakeholders as per our privacy statements. You may have provided this information for a specified reason and normally the council would seek to inform you that the data provided would be being used for a different purpose. However, due to the rapidly emerging situation regarding the current pandemic this will not always be possible. Further to this, personal data is also being collected to assess and provide support to adults, children and young people who are in high-risk categories and would be considered vulnerable, if infected with Coronavirus.

If we already hold information regarding vulnerability as defined in the current guidance from the government and Public Health England, we may share this for emergency planning purposes or to protect your vital interests by sharing with services both inside and outside the council.

We may in this current crisis need to ask you for personal data including sensitive personal data that you have not already supplied - for example, your age or if you have any underlying illnesses or are vulnerable. This is so the council can assist you and prioritise its response.

If we have information indicating that you are vulnerable in the current pandemic, we may contact you to ensure your safety and to assist you where possible.

Who has access to the information about you?

During the pandemic, employees may be redeployed to other areas of the Council to help with frontline services and in supporting vulnerable individuals. This will be outside of their usual main role and they may have access to information that they wouldn't usually access during their main job role. Employees will mostly be remote working during this period and will have to connect to the Councils secure virtual private network to access information. All personal data is stored securely; we have in place security measures 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.

Who we may share your information with?

In this current pandemic, we may share your personal data internally with the various departments of the council and externally with other public authorities, emergency services, and other stakeholders as necessary and proportionate to do so.

Changes to this Privacy Notice

We will keep this privacy notice under regular review and if we make any changes, we will publish the updated version on our website.