



## **Privacy Notice Channel panel**

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?**

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

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

The Channel Panel assess and supports individuals that have been identified as a/at risk of radicalisation, either through the Channel process or other support services. Channel fulfils Objective 2 of the Government's counter-terrorism Prevent strategy 'Stopping people from becoming terrorists or supporting terrorism'. It is included in Sections 36 to 41 of the below legislation.

The lawful basis for processing your information is the performance of a Public Task (Article 6 (e) of the UK GDPR), and is necessary for compliance with a Legal Obligation (Article 6 (c) of the UK GDPR), as specified by the following legislation.

- Counter-Terrorism and Security Act 2015

The lawful basis for processing special category data under this, is Article 9 (g) Reasons of substantial public interest (with a basis in law) which is covered under Schedule 1 Part 2 of the Data Protection Act 2018 by 'Protecting the public', 'unlawful acts', 'suspicion of terrorist financing' and 'safeguarding'; and processing may also fall under Article 9 (c) Vital Interests and Article 9 (f) Legal claims or judicial acts depending on the circumstances of the situation. Additionally there is Paragraph 10 of Part 2 Schedule 1 of the DPA 2018, 'preventing or detecting unlawful acts' that is applicable for the processing of the data.

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

Channel provides a mechanism for ensuring that individuals identified as vulnerable to radicalisation are referred to and assessed by a multi-agency panel which decides on the most appropriate support.

The Channel process uses existing partnership working between the Police, Local Authorities, Statutory Partners, and the Local Community to support those who are vulnerable to being at risk of drawn into terrorism or extremism.

When an individual is referred to the Channel process, the case is first considered by Counter Terrorism Policing South East (CTPSE). CTPSE will consider the severity of the case and if it is suitable for the Channel process. In order to do so, the CTPSE Channel Case Officer gathers information about the individual from organisations; the Local Authority, Police, Education Services, Health providers and other groups.

The referral is then taken to a multi-agency panel chaired by the Local Authority. The Channel Case Officer will circulate a completed Vulnerability Assessment to other panel members enabling them to consider the case, with any additional information that has been shared amongst partners.

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

The Channel Panel will collect and processes a range of information about you dependent on the circumstances of the situation. The information collected will enable the Multi-Agency Panel to carry out its duty and functions.

We will process the following information: Surname, Forename, Title, Age or Date of Birth, Sex, Address, Postcode, E-mail, Phone number, any information relating to health and medical, education and risk posed to self and others.

We may also collect details on other family members or close relationships that may aid with any support needs, offending history, and cultural or religious factors.

If this information is collected directly from you then you will be informed of any other data we collect, that is not listed under the above categories, at the time of collection of the data.

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

All information provided is used by the Channel Panel for the purposes of preventing individuals getting involved with or supporting terrorism. The Channel Programme is a voluntary and confidential support programme, which safeguards people who have been identified as vulnerable to being drawn into terrorism.

If the Channel Panel decides that an individual requires support, a tailored support package will be developed for them. Panels are required to;

- Prepare an appropriate support plan for an individual
- Make arrangements for support to be provided as described in the plan
- Review the support provided as necessary
- Revise or withdraw the support plan when/if appropriate
- Carry out additional assessments after six and twelve months of an individuals vulnerability to being drawn into terrorism, where the support has been removed.
- Prepare additional support plans where considered necessary and appropriate
- Take and retain a record of decisions taken while the case is live

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

Your information is managed by staff employed to attend and facilitate the Channel Panel, namely within the Community Support service and Social Services departments of the Council. Your information may also be shared with officers from other service areas for assistance with these matters. Information relating to Channel referrals is processed on a Case Management Information System (CMIS) operated by the Police.

The Local Authority has a duty to manage the multi-agency Channel Panel which means sharing details of Channel cases with partners on behalf of the Police, including minuting meetings and maintaining a record of progress on cases.

While it is not the intention of this process to have physical material and to control this through electronic means, there may be occasions when material is needed to be printed in attendance of meetings between multi-agency group on site. Any personal data held in paper format will

be held in lockable filing storage when not in use, and accessed only by authorised officers, as will data held on audio or CD/DVD media and disposed of securely once not needed. 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 information that has been collected will be shared within the multi-agency group and those organisations that form the Channel Panel primarily. This information will also be contained within the Information Sharing Agreement to detail which organisations are party to the Channel Panel. Depending on the situation, other statutory agencies may need to become involved to resolve the case as there is a duty to stop individuals from becoming terrorists or supporting terrorism. However, information will be provided on a strict need to know basis and only the required information needed to perform or provide this function will be shared between third parties.

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 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 for other matters than addressed here under Article 23 of the UK General Data Protection Regulations in order to prevent or detect crime.

Further information regarding the information sharing between partners is detailed in Annex A of the Home Office Channel Duty Guidance: [www.gov.uk/government/publications/channel-guidance](http://www.gov.uk/government/publications/channel-guidance)

### **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?**

Channel Panel does not utilise automated decision-making as part of this service.