

Public engagement Privacy Notice - Local Government Reorganisation – Oxford & Shires and Ridgeway Councils

At South Oxfordshire and Vale of White Horse district councils, we understand the importance of ensuring that personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

You have a right to be informed about how and why your personal information is being processed. This document fulfils that obligation and provides information on how we collect, why we collect, and who we share the data collected with and for what purpose.

This notice applies to those who choose to take part in the above survey.

Purpose of our engagement

We're proposing a bold but balanced change to tackle the government's plans to replace the current two-tier system in Oxfordshire and the need for a larger council in West Berkshire. Our plan is to do this with two brand-new councils that are simpler, more efficient and more accountable to you and our local communities.

These two councils – *Oxford & Shires* and *Ridgeway* – would reflect the natural geographies and shared priorities of our local areas. They would help bring high-quality services closer to you and would be appropriately sized to deliver these services effectively and sustainably.

We have a statutory duty to consult on the proposals so we can take account of the views of our communities and interested parties.

About us

South Oxfordshire and Vale of White Horse district councils are working with the other Oxfordshire councils and also with West Berkshire Council on proposals.

For the purposes of this survey, we are collaborating with West Berkshire Council who are joint data controller with both South and Vale district councils, hence ultimately responsible for the data held about you.

Each council is registered with the ICO, who are the supervisory body for data protection under the following registration numbers:

South Oxfordshire District Council - [Z6629204](#)

Vale of White Horse District Council - [Z6666984](#)

West Berkshire Council - [Z6825178](#)

Types of personal data we hold about you

We ask you for or will hold from your taking part

- IP address
- Response ID

The following are optional, and you can still respond if you choose not to answer or select the option for 'prefer not to say'

- Name
- Email address (for updates on progress of this specific proposal)
- Email address (for a copy of your response)

We only ask for the first part of your post code to minimise the amount of personal data we collect

The following are also optional but are classed as 'special category data'. You can still respond if you choose not to answer or select the option for 'prefer not to say'

- Gender and if the same at birth
- Age bracket
- Ethnic group
- Existence of physical or mental health conditions
- Extent to which conditions affect your day-to-day activities

We appreciate that questions about your age, gender, ethnicity or whether you have a disability may seem unrelated or possibly intrusive, however the information helps us to deliver fair and accessible services and to positively promote inclusion.

We also have a duty under the Equality Act 2010 to ensure that our consultations and engagement activities are accessible to all. All questions are optional, so if you do not feel comfortable providing the information, you can skip these questions. This data will be used for monitoring and reporting, and we will never publish the information in a way that could identify individuals.

Source of your personal data

We collect your information directly from you when you participate in this engagement activity.

Lawful basis for processing your personal data

In accordance with data protection laws, we need a 'lawful basis' for collecting and using information that relates to you and there are different lawful bases available.

We are collecting your data in order to perform a statutory duty to consult hence we are relying on the lawful basis of 'public task' under Article 6(e) of the UK General Data Protection Regulation (UKGDPR).

For the special category personal data, we rely on Article 9(2)(g) of UKGDPR which is substantial public interest, plus the condition in Data Protection Act 2018 Schedule 1, Part 2, Paragraph (6(1) and 6(2) for statutory purposes.

If you want to be kept up to date with developments on the proposals and supply your contact details for this purpose, the council's will hold those details with your consent in accordance with Article 6(a) of the UK GDPR. If you no longer wish to receive such updates you can ask for your contact details to be removed by contacting jointheconversation@southandvale.gov.uk.

Sharing your personal data

Your data will be viewed by a limited number of officers who are working on the proposal and who are employed by South Oxfordshire and Vale of White Horse District Councils and West Berkshire Council.

Whilst we are analysing responses, we anticipate using help from officers of the other Oxfordshire Councils involved in the proposal, who will act as data processors for that time. Access will be limited and subject to a data processing agreement between the councils.

Once all responses are analysed, results will be shared more widely but with personal data anonymised so that individuals cannot be directly or indirectly identified.

We will not share your information with third parties, or use it for another purpose unless we are required to do so by law, for example by court order or to prevent fraud or other crime.

Data retention

Your data will be stored securely within the UK based database managed by South Oxfordshire and Vale of White Horse District councils. We will only keep your data for as long as it is necessary, and our retention period is five years from the closure of the engagement activity.

Your rights over your personal data

The rights you have under data protection laws depend on the lawful basis we rely on for using your personal data.

For the wider extent that the basis of processing data is that of a public task, you have the following rights

- To be informed, which is the purpose of this privacy notice.
- To request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check it is correct and we are lawfully processing it.
- To request correction of the personal information that we hold about you if it is incomplete or inaccurate.
- To request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing, such as for something about your particular situation which makes you want to object, and we have determined your request outweighs our need for processing.

To the limited extent that the lawful basis is that of consent, you have the above rights except to object, and the following additional rights

- To request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.
- To request the transfer of your personal information to another party by having an electronic version of your data, known as data portability.
- To withdraw consent to the processing of your personal data. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so in law.

You also have rights related to automated decision making or profiling, and to object to using your data for marketing purposes. However, we are not using these for processing your personal data in relation to this engagement activity.

If you wish to exercise any of the above rights over your personal data, or to raise concerns regarding this privacy notice or believe we have not handled your personal data as we have described here please email us on data.protection@southandvale.gov.uk. Your concerns will be fully investigated and after we have investigated your concerns, if you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO).

Contact details for the ICO are:

website: <https://ico.org.uk/make-a-complaint/data-protection-complaints/> .

Telephone: 0303 123 1113



Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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We reserve the right to update or revise this privacy notice at any time.