

Privacy Notice - Prospect Estate Big Local (PEBL) After School Reading Club Registration

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398399 or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information and that of your child for and the legal basis for it

We need your personal information in order to register your child/ward in the PEBL After School Reading Club. The law allows us to use your and that of your child's personal information in this way as long as we have your consent to process your personal data since you are choosing to register a child for the PEBL After School Reading Club. If you are giving consent on behalf of someone aged under 16, then you are also confirming that you are the parent/guardian of the child and have the right to give consent on their behalf.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other PEBL services such as our Skills Cafe or Internet Café in order to give you a choice of activities for which we need your consent to process your personal data and to keep our records up to date. If you ask us for help we may pass information to other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include local authorities and government departments or agencies, and current and past employers for which we need your consent to process your personal data.

You may withdraw your consent to the processing of your personal information at any time. If you wish to do this, please use the contact details at the start of this notice. Any use of your personal data up until the time consent is withdrawn, will still be lawful.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will normally keep your details in our current database until you withdraw your consent or for a period of 7 years or for as long as we are required to do so by law, or in accordance with our operational requirements.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way Rushmoor Borough Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information in order to register your child/ward in the PEBL After School Reading Club. Without it we won't be able to register the child.