

## **Privacy Notice for Information Governance**

### **Who we are:**

Information Governance Team  
Royal Borough of Windsor and Maidenhead  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF  
Tel: 01628 796945  
E-mail: [dpa@rbwm.gov.uk](mailto:dpa@rbwm.gov.uk)

### **Lawful basis for processing the information:**

Freedom of Information Act; Land Charges Act; Data Protection Act; Local Government Act

### **How do we collect information about you:**

Personal information is provided by data subjects or their representatives by using on-line forms, by e-mails or by post. Identification checking is undertaken at face-to-face meetings with data subjects.

Personal information related to their investigations is provided by the Police.

Personal information relating to information complaints is provided by the Information Commissioner's Office.

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

Personal information collected includes names, addresses, date of birth, e-mails, telephone numbers, utility letters, photo ID and payments.

### **How we use the information:**

The personal information provided is used for processing information and land charge searches and subject access requests processing.

Personal information is shared with the Police only when an authorised request is received from them.

Personal information is used in correspondence with the Information Commissioner's Office when dealing with their enquiries.

**Who has access to the information about you:**

The personal information is accessed by the Information Governance Team.

**Who we may share your information with and why:**

In order to process subject access requests personal information is shared with those council services who may hold information about the data subject. This is necessary so that they can retrieve the information related to the data subject.

Upon request, personal information is shared with the Police and the Information Commissioner's Office to assist their investigations.

**How long we store the information we hold on you:**

Personal information is held for a maximum of five years.

**Does your service utilise automated decision making? - No**