

Service: Facilities Management

Data Controller: Runnymede Borough Council, Civic Centre, Station Road,  
Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey, [dpo@runnymede.gov.uk](mailto:dpo@runnymede.gov.uk)

## **Introduction**

We collect and process personal data relating to staff and councillors who work at Runnymede Civic Centre. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **What information do we collect?**

We receive and process basic information about Civic Centre staff and councillors. This includes:

- your name, job title, department and HR staff reference number.
- your picture
- your location

We receive this information from the Human Resources Department and from the relevant Department Managers.

The picture is taken by the FM Department to display on the access cards and our electronic phonebook. Your location will be recorded when the access cards are used.

## **Why do we process personal data?**

We have a legitimate interest to secure our buildings and limit and record who has access. Access into the Civic Centre from outside and internal circulation is controlled by magnetic locks which are released by staff access cards. Therefore information is necessary to produce, issue and manage swipe cards for access to the Civic Centre and enable staff to print documents.

## **Who has access to data?**

The data system can be accessed by:-

- Facilities Management staff
- Safer Runnymede

- ICT Department
- Managers and HR for disciplinary or health and safety purposes in accordance with our policies.

## How do we protect data?

We take the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised members of the teams noted above, whose job role requires access to the personal data.

## For how long do we keep data?

Information is kept on each individual staff member for the duration of their employment. Once the staff member has left, the data will be removed.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to our processing of your personal data where we are processing for the purpose of a public task or a legitimate interest.

You can make a subject access request by following the instructions for making a subject access request on our website:

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

Or you can contact our Information Governance Officer on 01932 425626

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information

Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>