

Freedom of the City - Privacy Notice

The City of London is committed to protecting and respecting your privacy when you provide your personal data while applying for the Freedom of the City of London and storing your application once complete, this also includes inviting you and your guests to the ceremony. Your information will be sent to the London Archives following your admission to the Freedom of the City of London where the Freedom admission papers will not be available for general access by researchers and have a 79-year closure in operation.

This Privacy Notice explains how we use information about you and how we protect your privacy. If you have any concerns or questions about how we look after your personal information, please contact the City of London's Data Protection Officer, also the Comptroller and City Solicitor, Michael Cogher, at information.officer@cityoflondon.gov.uk.

Please note - this Privacy Notice was updated on 4 June 2025

Departments this notice applies to: Chamberlain's Court

1. Your personal data.

Personal data is anything that directly or indirectly identifies and relates to a living person, such as a name, address, telephone number, date of birth, gender, age, how the application was made etc.

Some personal data is special category data and needs more protection due to its sensitivity. This includes any personal data about an identifiable individual that can reveal their sexuality and sexual health, religious or philosophical beliefs, racial origin, ethnicity, physical or mental health, trade union membership, political opinion, genetic/biometric data. Personal data relating to criminal offences and convictions, although not 'special category data', is still sensitive in nature and merits higher protection.

2. Why do we need your personal data.

We will collect and process the following personal data about you for the following purposes:

- To administer the application process and the admission to the Freedom of the City.
- To communicate with you and respond to any correspondence received from yourself, either by electronic means (emails) or by phone call in relation to the Freedom process.
- To communicate with you regarding queries in relation with the shop and merchandise availability.
- To ensure we can meet your access requirements.
- To collate personal data and run background checks on your eligibility to be admitted to the Freedom of the City of London, whereby a series of checks will be conducted referring to Livery Companies, Google, Facebook, LinkedIn, Twitter, Companies House, etc. as applicable.

- To process personal data, we receive from other sources (Third Party Information). As we are working closely with third parties (including, for example, Livery Companies), we will notify you when we receive personal data about you from them and the purposes for which we intend to use that information.
- For archiving, historical research, or statistical purposes.
- To process payments made in relation to the Freedom Fine and purchases made in relation to Chamberlain's Court merchandise.

3. How the law allows us to use your personal data.

There are several legal reasons why we will need to collect and use your personal data in different circumstances.

Generally, we collect and use personal data where:

- We have your consent
- It is necessary for the performance of a task carried out in the public interest.
- It is required by law.
- You have made your data publicly available, e.g. on Google, Twitter and LinkedIn.
- It is necessary for archiving, historical research, or statistical purposes.
- Where there is a legitimate interest in processing personal data.

4. Consent

If we have consent to use your or your guest's personal data for any particular reason, you have the right to remove your consent at any time. If you want to remove your consent, please contact information.officer@cityoflondon.gov.uk and tell us which service you are using, so we can deal with your request.

5. Your rights regarding your personal data.

The law gives you a number of rights in relation to what personal data is used by the City of London, and how it is used. These rights are listed below, and full details can be found in the [City of London's Data Subject Rights Policy](#).

Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your personal data to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at information.officer@cityoflondon.gov.uk

Our Sites may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy policies and that we do not accept any responsibility or liability for these policies or

for any personal data that may be collected through these websites or services, such as contact and location data. Please check these policies before you submit any personal data to these websites or use these services.

You can ask us to:

- provide you with a copy of the personal data that we hold about you;
- correct personal data about you which you think is inaccurate;
- delete personal data about you if you think we no longer should be using it;
- stop using your personal data if you think it is wrong, until it is corrected;
- transfer your personal data to another provider in a commonly used format;
- not use automated decision-making processes to make decisions about you.

6. Who do we share your personal data with.

In some circumstances, we use other organisations to either store personal data or use it to help deliver our services to you. Where we have these arrangements, there is always an agreement in place to make sure that the organisation complies with data protection law.

Please note that we will also share your data with the Livery Companies – but only in instances where the applicant of the Freedom is a member of that company.

Sometimes we have a legal duty to provide personal data to other organisations.

We may also share your personal data when we consider/believe that there is a good reason to do so, which is more important than protecting your privacy. This doesn't happen often, but in these circumstances, we may share your personal data:

- to find and stop crime and fraud; or
- if there are serious risks to the public, our staff or to other professionals; or
- to protect a child; or
- to protect adults who are thought to be at risk, for example if they are frail, confused or cannot understand what is happening to them.

For all these reasons, the risk must be serious before we can override your right to privacy.

If we are worried about your physical safety or feel we need to take action to protect you from being harmed in other ways, we will discuss this with you and, if possible, get your permission to tell others about your situation before doing so.

We may still share your personal data if we believe the risk to others is serious enough to do so.

If this is the case, we will make sure that we record what personal data we share and our reasons for doing so. We will let you know what we have done and why, if we think it is safe to do so.

Additionally, if you purchase an item from the Chamberlain's Court's online shop, please note that your personal data will also be processed by Shopify, for further information about this please see their privacy notice: [Shopify Privacy Policy - Shopify UK](#)

7. How do we protect your personal data.

We have a legal duty to make sure we hold your personal data (on paper and electronically) in a secure way, and to only make it available to those who have a right to see them.

Examples of our security include:

- Encryption, meaning that personal data is hidden so that it cannot be read without special knowledge (such as a password).
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal data from getting access to it
- Training for our staff allows us to make them aware of how to handle personal data, and how and when to report when something goes wrong

You can find more details of our Information Security expectations in our IT Security Policy.

8. Where do we store your personal data.

The data that we collect from you will be held within the UK unless we are required to process your data outside of the UK. For example, if the Freedom Certificate needs to be sent to an address based outside of the UK.

All data held and processed within the UK will be processed by staff who work for us or for one of our providers.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of personal data via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to Our Sites; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

We will collect and store personal data on your Device using application data caches and other technology.

9. How long do we keep your data for.

All personal data collected will be evaluated periodically and only kept as long as necessary or in line with legal requirements.

10. Related links

- Communications privacy notice
- Corporate and strategic Events privacy notice
- Photographs and recordings privacy notice