

Diversity Monitoring form – Candidates and Members

The City of London Corporation is committed to protecting and respecting your personal data. This Privacy Notice explains how we use information about you and how we protect your privacy in connection with process of electing new Members (Common Councilors and Alderman) taking office at the City of London Corporation and communicating publicly statistics relating to the diversity of the Members of the Court of Common Council. For full details on how the City of London Corporation process personal information more generally, please visit www.cityoflondon.gov.uk/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.

In line with our commitment to equality set out in our Corporate Plan and underpinned by our duties under the Equality Act 2010, the City of London Corporation has committed to collecting and evaluating data across protected characteristics as well as an additional three categories: care experienced and care leavers, socio-economic background and veterans. It is hoped that this will help us better understand the diversity of our candidates and Members and progress our objective of recruiting and retaining a diverse membership.

Please note that where you are a candidate for the role of a Member, your responses to the diversity monitoring form, will be processed anonymously as far as possible. However, it may be possible for an anonymous response to contain personal data and therefore we would also recommend that candidates also take note of this privacy notice.

Please note - this Privacy Notice was updated on 22 May 2025

Departments this notice applies to personal data held by: Town Clerks Department – Members and Governance services,

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, your gender, age, how the application was made etc.

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

We collect information about you as provided to us via the diversity monitoring form when you register to become a Member for the Common Council at the City of London. You may be asked to provide:

- Name
- Age
- Gender

- Socio-Economic background
- Education
- Care experience
- Veteran status
- Caring responsibilities

In addition to this some information is considered ‘special category data’ and needs more protection due to its sensitivity. This includes any information 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.

We may also collect, store and use the following Special categories of personal data

- Race or ethnicity
- Sexual orientation
- Health data
- Religious/philosophical beliefs

2. Why do we need your personal data?

We will collect and process the above data about you:

- To undertake statistical analysis to evaluate the diversity of individuals who have applied for the role of Member, and also those who have been successful in this position.

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:

- It is necessary for the purposes of legitimate interests pursued by the data’s controller.

4. Consent

If we have consent to use your and your guest(s) personal data for any particular reason, you both have the right to remove your consent at any time. If you want to remove your consent, please contact members.enquiries@cityoflondon.gov.uk and tell us about the personal data being used and where it is being used or the department using this data, so we can respond to 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 Corporation Data Subjects' 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 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 events 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.

We note that images and recordings may be shared with third parties, for example other local authorities or organisations who are involved with the event taking place.

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;
- 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.

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
- Restricting the amount of personal data which is used in regard to the activity.
- 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. In addition, we have put in place appropriate technical and organisational measures to protect the security of your personal information. Third parties will only process your personal information on

8. Where we store your personal data

Most of your personal data or that of your guest(s) is stored on systems in the UK or EU. However, there are some occasions where your personal data may leave the UK/EU either to get to another organisation, or where it is stored in a system outside of the UK.

We have additional protections on your personal data if it leaves the UK ranging from secure ways of transferring data to ensuring we have a robust contract in place with that third party.

9. How long do we keep your personal data?

We will only retain your personal and special category data processed by the diversity monitoring form for a period of in line with our internal retention policy, as follows:

Where candidate data is held this will be anonymised into statistics and held for a period of 20 years for the purposes of our analytical and research activities.

Where personal data is held in relation to Members, in regard to the form completed this data will be held for the length of time that the individual remains as a Member.

In addition, where this data will be used for anonymised statistical analysis and kept for a period of 20 years and subject to review.

10. Further information

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

You have the right to make a complaint at any time to the ICO. However, we would appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance using the details set out above, or by contacting the compliance team at information.officer@cityoflondon.gov.uk or by writing in to:

Compliance Team, Comptroller and City Solicitor's Department City of London, PO Box 270
Guildhall London EC2P 2EJ