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City Resident email newsletter

1. What personal data is collected about you	Your email address
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To send you the City Resident email magazine to keep you up to date on the work the City Corporation is carrying out on your behalf and links to find out more.
4. Why we are allowed to use your personal data	To carry out a public task
5. Who we can share your personal data with	No one
6. How long we keep your personal data for	Ongoing unless you tell us you wish to unsubscribe
7. Situations when your personal data might be sent to other countries	N/A

Corporate Plan Consultation

1. What personal data is collected about you	<ul style="list-style-type: none">• Name• Email address• Connection to the City of London• Age (9-year options)• Gender• Social mobility: occupation of main household earner when aged 14; school attended between ages 11 and 16; free school meals eligibility.
2. What special category data is collected about you	<ul style="list-style-type: none">• Disability• Ethnicity
3. Reasons why we use your personal data	<p>Survey responses will be used to inform the development of the Corporate Plan 2024-2029. Personal data will help us better understand the profile of our stakeholders.</p> <p>Connection to the City, age, and gender: This helps ensure that a balanced group of people have been reached.</p> <p>Disability: This helps us to make sure we are engaging with and can take into consideration the views of our diverse communities.</p> <p>Ethnicity: This helps to ensure that this engagement exercise is representative of the local community. The ethnicity options are those provided in the 2011 Census to enable local benchmarking.</p> <p>Social mobility: This helps us understand the socio-economic profile of our stakeholders.</p>
4. Why we are allowed to use your personal data	We have your consent in accordance with Article 6, (1) (a) of the UK GDPR.
5. Who we can share your personal data with	Your data will be shared with the City of London Corporation only. Where responses have mentioned an issue related to service delivery, the relevant City Corporation department and/or team may be notified.

	<p>In addition, the responses provided will be processed by Commonplace, our data processor for this activity. Should you create an account with Commonplace, then please see their privacy notice at: https://www.commonplace.is/privacy-policy, for further information as to how your personal data is processed.</p>
6. How long we keep your personal data for	<p>All personal and special category data provided will be held until 31 March 2031 – two years after the completion of the 2024-2029 Corporate Plan.</p>
7. Situations when your personal data might be sent to other countries	<p>The majority of the personal data processed by Commonplace is stored in the UK; a smaller amount of data is processed by sub-processors outside the UK, in the USA.</p> <p>The data processed and stored in the USA is limited to email addresses and is processed in accordance with an International Data Transfer Agreement (IDAT)</p>

London Metropolitan Archives (LMA) – General enquiry and paid document research service

1. What personal data is collected about you	Name, email address, postal address, telephone address (where provided to LMA by the individual)
2. What special category data is collected about you	None, unless this is provided by the enquirer in the context of their request
3. Reasons why we use your personal data	To answer enquiries about archives held at LMA
4. Why we are allowed to use your personal data	We have your consent
5. Who we can share your personal data with	Springshare LLC 801 Brickell Ave, Suite 900 Miami FL 33131 [LMA's electronic enquiry management database, LMAanswers, is managed by Springshare]
6. How long we keep your personal data for	Printed enquiry correspondence is held securely for a retention period of 7 years but census years and mid-decade are kept permanently for historic research purposes.
7. Situations when your personal data might be sent to other countries	Springshare is based in USA. However, their privacy policy makes it clear that data centres are located in several regions around the world although every region operates independently of one another, and they use all reasonable efforts to host the Springshare Services and Customer Data in their respective home regions.

London Metropolitan Archives (LMA) – History Cards

1. What personal data is collected about you	Your name, address, email address, telephone number and photograph
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To record and administer applications for the LMA reader's ticket, known as a History Card, and to provide a secure record of document productions
4. Why we are allowed to use your personal data	We have your consent
5. Who we can share your personal data with	Minisis Inc Head Office Suite 950-Royal Centre 1055 West Georgia St PO Box 11142 Vancouver B.C. V6E 3P3
6. How long we keep your personal data for	Your personal data will be retained for as long as you hold a valid LMA History Card. History Cards expire 3 years after the date of issue. After this point, your personal data will be deleted unless you renew your History Card.
7. Situations when your personal data might be sent to other countries	Minisis Inc who manage the LMA Collections catalogue, including the History Card applications, are based in Canada

London Metropolitan Archives (LMA) – London Picture Archive User Accounts

1. What personal data is collected about you	Your name and email address
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To allow users to bookmark favourites from the London Picture Archive website and to purchase copies of images
4. Why we are allowed to use your personal data	We have your consent
5. Who we can share your personal data with	iBase Media Services, 10-12 The Grove, Ilkley, West Yorkshire LS29 9EG
6. How long we keep your personal data for	Personal data will be retained until the data subject has withdrawn their consent.
7. Situations when your personal data might be sent to other countries	None

London Metropolitan Archives (LMA) –Management of CCTV at the LMA

1. What personal data is collected about you	Visual images
2. What special category data is collected about you	None
3. Reasons why we use your personal data	For building security and surveillance
4. Why we are allowed to use your personal data	To carry out a public task
5. Who we can share your personal data with	CCTV images may be shared with the police upon request
6. How long we keep your personal data for	Data automatically overwrites after 23 days
7. Situations when your personal data might be sent to other countries	None

London Metropolitan Archives (LMA) – Newsletters, monthly events, updates and ad hoc information.

1. What personal data is collected about you	Your name and email address
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To provide information about LMA events, collections & operational information
4. Why we are allowed to use your personal data	We have your consent
5. Who we can share your personal data with	Mail Chimp, The Rocket Science Group, LLC 675 Ponce de Leon Ave NE Suite 5000 Atlanta GA 30308 USA
6. How long we keep your personal data for	Personal data will be retained until the data subject withdraws their consent
7. Situations when your personal data might be sent to other countries	Mail Chimp is based in the USA and the data is shared on the basis of a data processing addendum which includes Standard Contractual Clauses for data protection.

London Metropolitan Archives (LMA) –Unlocking our Sound Heritage

1. What personal data is collected about you	Name, email address, website address (where applicable).
2. What special category data is collected about you	None.
3. Reasons why we use your personal data	To record and manage information on permissions granted for the use of sound recordings submitted to London Metropolitan Archives for digitisation and online use through the Unlocking Our Sound Heritage project.
4. Why we are allowed to use your personal data	We have your consent.
5. Who we can share your personal data with	Partners in the Unlocking Our Sound Heritage project: the Content Contributor who submitted the sound recording to London Metropolitan Archives, the British Library and the National Lottery Heritage Fund.
6. How long we keep your personal data for	Your personal data will be retained indefinitely by the Content Contributor who submitted the sound recording to London Metropolitan Archives and the British Library to maintain the sound recordings and digital copies made of the sound recordings. The identity of the Content Contributor will be made clear on the project 'Grant of Permission' form.
7. Situations when your personal data might be sent to other countries	None.

Mansion House and Central Criminal Court

1. What personal data is collected about you	CCTV images Your full name Your relationship with the trial you are attending
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To ensure the security of Mansion House and the Central Criminal Court.
4. Why we are allowed to use your personal data	The processing is necessary for the performance of a task carried out in the public interest.
5. Who we can share your personal data with	We may share your personal information with the City of London Police, upon their request.
6. How long we keep your personal data for	CCTV images collected by Mansion House are kept for 28 days, and 90 days if collected by the Central Criminal Court.
7. Situations when your personal data might be sent to other countries	N/A

Police Authority – Self Assessment forms for custody visits.

<p>1. What personal data is collected about you</p>	<p><i>Name and Surname</i></p>
<p>2. What special category data is collected about you</p>	<p><i>Data concerning health. Specifically, current health status, and any symptoms of ill health including underlying health conditions.</i></p>
<p>3. Reasons why we use your personal data</p>	<p><i>Service delivery – To identify which individuals across the Independent Custody visiting Panel may have ill health/underlying health conditions - placing them in a vulnerable/high risk group.</i></p>
<p>4. Why we are allowed to use your personal data</p>	<p><i>Personal data is processed as it is necessary for the performance of a task carried out in the public interest. (Article 6, 1 (e) of the GDPR)</i></p> <p><i>Special category data is processed as it is necessary for reasons of public interest in the area of public health. (Article 9, 2 (i) of the GDPR)</i></p>
<p>5. Who we can share your personal data with</p>	<p><i>CoL Police Authority Team – to establish if there are serious risks to the public, our staff or to other professionals. Prior to any visits to custody.</i></p> <p><i>City of London Police Custody Manager – to allow the CoLP to conduct risk assessments to establish if there are serious risks to the public, staff or to other professionals. Prior to clinically vulnerable or extremely clinically vulnerable ICVs resuming physical visits to custody, when shielding is paused on 01/08/20.</i></p>
<p>6. How long we keep your personal data for</p>	<p><i>All personal and special category data will be processed for the length of time that the lockdown is in place and then deleted within three months of the restrictions being lifted.</i></p>
<p>7. Situations when your personal data might be sent to other countries</p>	<p><i>N/A – Personal information will be stored on systems in the UK and will not be sent to any other countries.</i></p>

Town Clerk's Office

1. What personal data is collected about you	Name; employer; personal contact details; lifestyle/social circumstances.
2. What special category data is collected about you	Various special category data may be shared with us, such as physical and mental health information.
3. Reasons why we use your personal data	<ul style="list-style-type: none">- To coordinate responses to correspondence received by the Town Clerk's Office;- To maintain a record of correspondence received and dispatched from the Town Clerk's Office;- To record and maintain an up-to-date record of contact details for the Town Clerk and Chief Executive, including emergency contact lists for City of London and pan-London resilience arrangements;- To support the meetings of the Town Clerk and Chief Executive;- In providing the above PA support to the Director of Communications, and the Assistant Town Clerks.
4. Why we are allowed to use your personal data	We have your explicit consent.
5. Who we can share your personal data with	Other departments of the City of London Corporation.

6. How long we keep your personal data for

Indefinite or until consent is withdrawn.

7. Situations when your personal data might be sent to other countries

N/A