

Central Criminal Court Public Galleries Privacy Notice

Introduction

This privacy notice explains how personal information is collected, used, stored, shared and deleted when individuals seek access to the Central Criminal Court public galleries. It applies to the process requiring attendees to provide identification as a condition of entry to the public galleries.

Data Controller

The City of London Corporation is the data controller for the purposes of the UK GDPR and the Data Protection Act 2018 in relation to this process. It is responsible for ensuring that personal data is processed lawfully, fairly, transparently and securely.

Purpose of Processing

Personal information is collected to support the health and safety of court users, maintain the integrity of the judicial process, and ensure accurate information is available in the event of a serious incident or security concern. Access to the public gallery is conditional upon compliance with this identification and recording process.

Personal Data We Collect

Where required for the operation of this process, the following information may be collected and recorded:

- *Date of attendance.*
- *Name of defendant and trial number.*
- *Full name of attendee.*
- *Full address of attendee.*
- *Connection to the case or reason for attending.*
- *Type of identification presented.*
- *Identification document numbers.*

Only information that is adequate, relevant and limited to what is necessary for these purposes will be collected and processed.

How We Collect and Verify Information

To enter the Central Criminal Court public galleries, court users must provide two forms of identification on each occasion they seek entry. This must include one form of official photographic identification, such as a valid passport or driving licence, together with proof of address, such as a recent utility bill, bank statement or other accepted proof of residence. If the required identification is not produced, access will be denied.

Security Officers will inspect the documents presented, compare them with the individual seeking entry, and satisfy themselves that the documents appear genuine and relate to that person. If there is a discrepancy, inconsistency or concern about authenticity, clarification may be sought, and access may be refused pending further verification.

Lawful Basis for Processing

Personal data is processed because it is necessary for the exercise of official authority and for the performance of tasks carried out in the public interest, namely, maintaining court security, supporting health and safety, and protecting the integrity of the judicial process. Processing must also comply with the UK GDPR principles that personal data is collected for specified and legitimate purposes, limited to what is necessary, and not kept for longer than necessary.

Who Has Access to the Information

Access to the personal data recorded under this process is restricted to security management. Only authorised security management personnel will have access to these records, and only for legitimate operational and security purposes.

How We Use and Protect Information

Information collected through this process must be stored securely on a password-protected device or system. Access must be restricted to authorised personnel only and protected through username and password controls, together with two-step verification. Any paper records created as part of this process must also be kept securely and returned in accordance with local security arrangements at the end of each day.

Unauthorised access, copying, disclosure or misuse of personal information is prohibited.

Training and Accountability

All security officers involved in managing access to the public galleries receive training on UK GDPR, the Data Protection Act 2018 and the City of London Corporation's Data Protection Policy, including their responsibilities for handling personal data securely and lawfully. All security officers handling this information must also complete any required refresher training and comply with local instructions for the operation of this process.

All staff handling this information must comply with the City of London Corporation's data protection requirements and local instructions for the operation of this process. Breaches may result in disciplinary action and, where appropriate, referral for further investigation.

Sharing Your Information

Information collected under this process will not be sold. It will not be shared with third parties unless there is a lawful and necessary reason to do so, including where sharing is required to aid the detection, prevention or investigation of crime, to respond to a serious incident, or where there is another legal duty or overriding public protection reason.

In the event of serious adverse behaviour, disorder, a security incident or other relevant criminal concern, court user details may be shared with the police where this is lawful, necessary and proportionate.

Retention and Deletion

Personal data collected under this process will normally be kept only until the relevant trial ends. Where there is no lawful reason to retain it for longer, records must be securely deleted or destroyed as soon as reasonably practicable and no later than 30 calendar days after the trial concludes.

If there is a valid legal or statutory basis for extended retention, such as an incident, criminal investigation, complaint, safeguarding concern, legal proceedings or police request, the information may be retained for longer but only for as long as that basis remains. Personal data collected under this process will be deleted or destroyed in line with the City of London Corporation's Data Protection Policy and retention requirements, as well as the retention and deletion rules set out in this notice. Deletion must be secure and must include permanent destruction of paper records and irreversible deletion of electronic data.

Your Rights

Individuals have rights in relation to their personal data under the UK GDPR, subject to any legal restrictions or exemptions that may apply in the court and law enforcement context. These rights may include the right to be informed, the right of access, the right to request rectification, and the right to complain to the Information Commissioner's Office.

Corporate Data Protection Framework

Processing under this process is carried out in accordance with the City of London Corporation's Data Protection Policy, which sets out how the Corporation complies with UK GDPR and the Data Protection Act 2018, including governance, roles such as the Data Protection Officer, training, security and incident handling.

Contact

Questions about this process or the handling of personal data should be directed through the City of London Corporation's established data protection and privacy channels.

Availability of this Notice

This privacy notice is made available at all locations where identification is checked for access to the Central Criminal Court public galleries, including:

- *The public galleries where identification is checked.*
- *The relevant Standard Operating Procedures (SOPs) used by security staff.*
- *The City of London Corporation intranet for staff.*
- *Public notices and online pages relating to entry to the Central Criminal Court public galleries.*

Internal Operational Requirements

Within the internal SOP or data protection section for the galleries process, the following requirements should apply:

- **GDPR training requirement:** all security officers must complete GDPR and data protection training, including refresher training, before handling these records.
- **Role-based access:** only security management accounts, and not general officers, may have system or physical access to the recorded data, enforced through user permissions and access logs.
- **Deletion procedures:** the process must cross-reference the corporate retention schedule and confirm that records are deleted or destroyed once the trial has concluded and the 30-day period has expired, unless a lawful basis for extended retention applies.