

Privacy notices for:

- Adult Social Care
- Barbican Estates
- Barbican & Community Libraries – application for library membership
- Barbican & Community Libraries – non-membership data collection for events and services
- Children’s Social Care
- Early education and childcare
- Education (Children Missing Education)
- Education Strategy
- Homelessness and Rough Sleeping
- Housing Application
- Housing Benefit, Council Tax Reduction Scheme and Discretionary Housing Payment
- Housing Tenancy Agreement
- No First Night Out Programme
- Property Services
- Special Educational Needs and Disability
- Sexual Health London e-service

Adult Social Care

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| 1. What personal data is collected about you | We may collect a range of personal data including name, address, date of birth, photographs, NHS number and national insurance number and financial details. |
| 2. What special category data is collected about you | We may collect a range of special category data including: ethnicity, medical information, religion or philosophical beliefs. |
| 3. Reasons why we use your personal data | Personal data is used to inform assessment under the Care Act (2014) of your needs and your wishes around how these needs can be met. It may be used to ensure your views are central to the delivery of any support and/or protection you may require. We may also use your data to fulfil our obligations under the Mental Health Act (1983) and the Mental Capacity Act (2005) or other relevant legislation aimed at ensuring your health and social care rights and needs are met. |
| 4. Why we are allowed to use your personal data | We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests. |
| 5. Who we can share your personal data with | Your data may be shared with service providers who are, or intend to be, providing an individual service to you, Health Care agencies and professionals such as hospitals, GPs and Consultants engaged in meeting your health needs and other agencies involved in your protection and support such as police and fire brigade. |
| 6. How long we keep your personal data for | Your personal data will be normally be kept for 7 years after your case is closed to Adult Social Care. If you have been detained under the Mental Health Act your data will be kept for 20 years. |

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| 7. Situations when your personal data might be sent to other countries | N/A |
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Barbican Estates

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| 1. What personal data is collected about you | Leaseholder's full name, address, telephone number, email address. For the safety and security of our leaseholders we may use CCTV footage in our tower blocks, car parks and residential lifts. |
| 2. What special category data is collected about you | We also collect information relating to resident vulnerabilities, disabilities and medical information. |
| 3. Reasons why we use your personal data | We use this data in order to deliver our services which include processing service charges and billing, communicating updates and upcoming projects, managing leases, maintaining properties and buildings as well as arrears management. We also use personal data for the prevention and detection of crime and fraud. |
| 4. Why we are allowed to use your personal data | We are allowed to use the leaseholder's personal data because it is necessary for the performance of a contract and we have consent. |
| 5. Who we can share your personal data with | We may share the personal data we collect with other departments within the City of London Corporation. In urgent situations, we may share personal data with health agencies and the emergency services. |
| 6. How long we keep your personal data for | The personal data that we collect will be kept for as long as a lease is live. Should a lease end, personal data will be kept for seven years before being destroyed. |

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| 7. Situations when your personal data might be sent to other countries | We use MailChimp and SurveyMonkey, which are both based in the United States, to manage the way we send you emails and manage data collection. |
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Barbican & Community Libraries – application for library membership

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| 1. What personal data is collected about you | Name, address and date of birth. |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | Information provided on your form will be used for the purposes of administering and managing your membership of the City of London Library Service. |
| 4. Why we are allowed to use your personal data | We collect this information from you as we have a contract with you regarding the lending of materials and the use of online resources. |
| 5. Who we can share your personal data with | Your information will not be shared with other third parties unless there is a legal reason to do so. Where the City of London employs contractors to support the administration and management of your account the use of your information will be strictly controlled, managed and monitored. |
| 6. How long we keep your personal data for | Your details will be deleted 3 months after you cease to be a member of Barbican and Community Libraries. |

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| 7. Situations when your personal data might be sent to other countries | None |
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Barbican & Community Libraries – non-membership data collection for events and services

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| 1. What personal data is collected about you | Name and contact details. For some purposes we may include your date of birth. |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | <p>We collect data about you to provide the following services:</p> <ol style="list-style-type: none"> 1. To provide you with information about our services and service developments 2. To offer you the opportunity to contribute your feedback 3. To administer our exhibition, reader development, health and events programmes 4. To administer our Unsigned London project 5. To administer our volunteer programme |
| 4. Why we are allowed to use your personal data | We have your consent |

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| 5. Who we can share your personal data with | We may share your data with trusted third parties who are our partners in providing services. |
| 6. How long we keep your personal data for | We may keep your data for a period appropriate to the purpose for which it was collected. This will not exceed 4 years. |
| 7. Situations when your personal data might be sent to other countries | If you participate in our surveys your data may be processed outside the UK. |

Children's Social Care

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| 1. What personal data is collected about you | Name, date of birth and address |
| 2. What special category data is collected about you | <ul style="list-style-type: none"> • Characteristics (such as gender, ethnicity and disability) • Contact and referral information of a child referred to the service. • Episodes of being a child in need (such as referral information, assessment information, section 47 information, initial child protection information and child protection plan information) • Episodes of being looked after (such as important dates, information on placements) • Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending) • Adoptions (such as dates of key court orders and decisions) • Care leavers (such as their activity and what type of accommodation they have) |

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| <p>3. Reasons why we use your personal data</p> | <p>To fulfil our statutory duties under Children Act 1989; Children Act 2004; Children and Young People’s Act 2008; Childcare Act 2006; Carers and Disabled Children Act 2000; Care Standards Act 2000; Adoption & Children Act 2002; Immigration Act 2016; National Health Service Act 2006; Safeguarding Vulnerable Groups Act 2006; Education Act 1996; Education Learning and Skills Act 2008 and Child Poverty Act 2010.</p> <p>In addition, the City Corporation is part of the Child Protection Information Sharing national initiative which works with NHS England to improve the protection of children known to children’s social work services. The project links the IT systems of NHS unscheduled care settings (hospital emergency departments, out of hours GPs, walk in centres, minor injuries units, paediatric wards, ambulance services and maternity units) to the IT systems used by children’s social work.</p> |
| <p>4. Why we are allowed to use your personal data</p> | <p>We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm.</p> <p>In addition, as part of the Child Protection Information Sharing national initiative, we will share information about children subject to a child protection plan; children in care (looked after) and pregnant women whose unborn child is subject to a pre-birth child protection plan.</p> |
| <p>5. Who we can share your personal data with</p> | <p>With consent or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm. In such circumstances we may share your information with services and/or agencies who are involved in children’s lives (e.g. Health, education; police; probation etc).</p> |
| <p>6. How long we keep your personal data for</p> | <p>We hold data securely for the set amount of time shown in our data retention schedule.</p> |

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| 7. Situations when your personal data might be sent to other countries | When we have your consent to do so, or if we have a legal obligation to do so, or where there are concerns that not to share the information would put a child at risk of harm. |
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Early education and childcare

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| 1. What personal data is collected about you | Full name of parent/carer and child, date of birth of parent/carer and child, home address, name and address of nursery attended. We may also collect National Insurance number, name and address of employer, financial status. |
| 2. What special category data is collected about you | We may collect a range of special category data including: Gender, Ethnicity, Special Educational Needs and/or Disability or main presenting needs, medical information, developmental progress. |
| 3. Reasons why we use your personal data | <ul style="list-style-type: none"> • It is a statutory requirement to ensure the delivery of free funded and to report to Government departments. • For financial audit purposes. • For the delivery of services by the Dolly Parton Imagination Library. • To ensure the progress of all children with developmental needs are monitored. |
| 4. Why we are allowed to use your personal data | We have a legal obligation under the Childcare Acts 2006 and 2016. We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests. |
| 5. Who we can share your personal data with | Your data may be shared with the Department for Education, Educational Psychology service, Health Care agencies and professionals such as hospitals, GPs and Consultants engaged in meeting your and/or your child's health needs. |
| 6. How long we keep your personal data for | Your personal data will be normally be kept up to 6 years after your child has left the childcare provider. Any data kept on the Inclusion Register will be kept until the term after the child enters compulsory education. |

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| 7. Situations when your personal data might be sent to other countries | N/A |
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Education (Children Missing Education)

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| 1. What personal data is collected about you | Full name of parent/carer and child, date of birth of parent/carer and child, home address postcode, telephone number, attendance details, unique pupil reference number. |
| 2. What special category data is collected about you | We may collect a range of special category data including medical information, disability, social, emotional and mental health, looked after status. |
| 3. Reasons why we use your personal data | To ensure the City of London is fulfilling its duty in order to identify, as far as it is possible to do so, children missing education (CME) |
| 4. Why we are allowed to use your personal data | <p>We have a legal obligation under the duties under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME).</p> <p>We are allowed to use your data if you consent for us to do so, or if we have a legal obligation to do so, or to protect your vital interests.</p> |
| 5. Who we can share your personal data with | Your data may be shared with other professionals if required, such as education welfare officer and school child is already in attendance and other agencies that may be involved in your protection and support such as police and healthcare. |

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| 6. How long we keep your personal data for | personal data will be normally be held until young person is no longer of statutory school age. |
| 7. Situations when your personal data might be sent to other countries | N/A |

Education Strategy

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| 1. What personal data is collected about you | Contact details, names and employment history. |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | Service delivery in the form of events hosted at the City of London Corporation. To provide information to the City of London Corporation's Education Board relating to the implementation of the Education, Cultural Learning and Skill Strategy. To enable the appointment of individuals to City of London Corporation academy governing bodies. |
| 4. Why we are allowed to use your personal data | We have your consent. In the case of the City of London Academies Trust, we have a contract and legal obligation to collect certain data under the Sponsorship Agreement. |

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| 5. Who we can share your personal data with | We do not share your data with third parties. Your information may be shared with other Departments within the City of London Corporation. |
| 6. How long we keep your personal data for | Information related to events will be retained for a three-month period from the date of the event. Data provided to the Education Board is published on the City of London Corporation and will become public records. Personal data relating to the appointment of governors will be retained for the duration of the appointment term, after which it will be deleted within one month. |
| 7. Situations when your personal data might be sent to other countries | None |

Homelessness and Rough Sleeping

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| 1. What personal data is collected about you | Through our interview; applications and assessment procedures, the following information may be collected: Personal information such name and date of birth; contact information; housing history including addresses; demographic data such as gender; information relating to support or care needs and information relating to risk, either to you or others. |
| 2. What special category data is collected about you | Examples of this might be your ethnicity; medical information or offending history. |
| 3. Reasons why we use your personal data | To assist us in service delivery; statutory requirement set out in legislation and so we can report to Central Government departments. |

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| <p>4. Why we are allowed to use your personal data</p> | <p>There could be any number of legal justifications for collecting and holding your personal data. These three are the most relevant to the Homelessness & Rough Sleeping Team:</p> <ul style="list-style-type: none"> • We have gained your consent • We have a legal obligation to do so • To protect your vital interests |
| <p>5. Who we can share your personal data with</p> | <p>Examples of the organisations and agencies we share your information with could be health agencies, other Local Authorities and Government departments such as Department for Work and Pensions or Ministry of Communities and Local Government.</p> |
| <p>6. How long we keep your personal data for</p> | <p>This might vary, but files are usually destroyed 6 years after we cease working with you.</p> |
| <p>7. Situations when your personal data might be sent to other countries</p> | <p>It would be highly unlikely for any of your personal data to be sent to another country.</p> |

Housing Application

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| <p>1. What personal data is collected about you</p> | <p>The personal data we collect include the applicant's and/or partner's full names, dates of birth, National Insurance numbers, contact details, current address, address history, employment status and current benefits status. For applicants who wish to be rehoused with household members, we will collect full names, dates of birth and (where applicable) National Insurance numbers for relevant household members.</p> |
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| <p>2. What special category data is collected about you</p> | <p>The special category data we collect include the applicant's and/or the partner's ethnicity, religion, sexuality, disability status and medical circumstances.</p> |
| <p>3. Reasons why we use your personal data</p> | <p>We use the applicant's and/or the partner's personal data to assess housing circumstances, verify medical claims, offer the best advice possible to be rehoused including available accommodation at partner organisations and allow access to online systems to bid on our available properties. We also use personal data for the prevention or detection of fraud.</p> |
| <p>4. Why we are allowed to use your personal data</p> | <p>We are allowed to use the applicant's and/or partner's personal data because we have consent.</p> |
| <p>5. Who we can share your personal data with</p> | <p>We can share the personal data we collect with other Local Authorities, our partner Housing Associations (Guinness Trust, ISHA, Local Space, One Housing Group, Peabody Trust, Providence Row), Home Connections and Now Medical.</p> |
| <p>6. How long we keep your personal data for</p> | <p>The personal data that we collect will be kept for as long as an application is live. Should an application be cancelled, personal data will be kept for seven years before being destroyed. Should an application be unsuccessful in joining the City of London Housing Register, personal data will be kept for 12 months before being destroyed.</p> |
| <p>7. Situations when your personal data might be sent to other countries</p> | <p>Personal data we collect will not be shared outside of the UK.</p> |

Housing Benefit, Council Tax Reduction Scheme and Discretionary Housing Payment

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| <p>1. What personal data is collected about you</p> | <p>We collect details about you, people in your household and third parties such as your landlord or joint tenants. This specifically includes:</p> <p>Name, address, date of birth, National Insurance Number, income including earnings, self-employed accounts, benefits received/claimed, loans, student income, pensions, expenditure such as child care costs, capital including bank/building society accounts, shares, rent details, contact details including telephone number and email, landlord name and address and possibly bank account and details of who else lives in your household and the above details for them as well as for yourself</p> <p>This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.</p> |
| <p>2. What special category data is collected about you</p> | <p>We also collect what's known as "special category data" when it is relevant to your application or for support that we provide you, which may include your medical information, details of any disabilities, your ethnicity, sexuality and religion.</p> |
| <p>3. Reasons why we use your personal data</p> | <p>We use your data to assess your entitlement to housing benefit, Council Tax support, and Discretionary Housing Payments. We also use your personal data to, where relevant, make referrals to secure specialised support, charitable support, financial maximisation and help you to make benefit decision appeals.</p> |
| <p>4. Why we are allowed to use your personal data</p> | <p>We are allowed to use the personal data we collect about you because we have your consent and in some circumstances, we have a legal obligation.</p> |

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| <p>5. Who we can share your personal data with</p> | <p>The information may be shared with the following:</p> <ul style="list-style-type: none"> • You • Council staff employed to administer Housing Benefit, Council Tax Reduction Scheme and Discretionary Housing Payment • Department for Work and Pensions (DWP) • Her Majesties Revenues and Customs (HMRC) • Valuation Office Agency (VOA) • Ministry of Housing, Communities and Local Government • Cabinet Office • Other Council Services • Other local authorities <p>Information will usually only be shared to enable quick and accurate assessment of Housing Benefit, Council Tax Reduction Scheme or Discretionary Housing Payment. If we intend to use it for any other purpose, we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.</p> |
| <p>6. How long we keep your personal data for</p> | <p>Your information will be held for up to 6 years after your claim for one of the services was closed</p> |
| <p>7. Situations when your personal data might be sent to other countries</p> | <p>Personal data that we collect about you will not be shared outside of the UK.</p> |

Housing Tenancy Agreement

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| 1. What personal data is collected about you | As part of delivering our services, we have to collect personal data. The personal data we collect include the tenant's and where applicable joint tenant's full names, dates of birth, National Insurance numbers, contact details, current address and employment status. We also collect data of household members, including full names, dates of birth and, where applicable, National Insurance numbers for relevant household members. In case of emergencies, we keep the tenant's next of kin and GP personal data, including full name, address and contact details. |
| 2. What special category data is collected about you | We also collect what's known as "special category data", which includes the tenant's and where applicable joint tenant's ethnicity, nationality, religion, gender and disability status. We may additionally collect the gender and disability status of household members. |
| 3. Reasons why we use your personal data | We use the tenant's and where applicable joint tenant's personal data to process rent payments, provide multiple methods of paying rent, update Council Tax register, manage arrears, investigate complaints, resolve anti-social behaviour cases and communicate important information. Where applicable, we use the tenant's and joint tenant's personal data to manage energy as well as water bills, administer or monitor parking bays, support Universal Credit claims, arrange for pest control, make referrals to external advice agencies and mediation services. We also use personal data for the prevention or detection of fraud. |
| 4. Why we are allowed to use your personal data | We are allowed to use the tenant's and/or joint tenant's personal data because it is necessary for the performance of a contract, we have consent and is necessary for legitimate interests. |

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| 5. Who we can share your personal data with | We may share the personal data we collect with other Local Authorities, InterCard Ltd, Bacs, Lloyds Bank, our energy and water providers, Streetwise ASB, Met Parking, MailChimp, SurveyMonkey, Moorcroft Debt Collection Agency, Beaver, credit score providers, external advice and mediation agencies, as well as the emergency services. |
| 6. How long we keep your personal data for | We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. |
| 7. Situations when your personal data might be sent to other countries | We use MailChimp and SurveyMonkey, which are both based in the United States, to manage the way we send you emails and manage data collection. |

No First Night Out Programme

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| 1. What personal data is collected about you | Your name, date of birth, address, telephone number, email address, next of kin details, income details and debt information, housing history. |
| 2. What special category data is collected about you | Gender, sexual orientation, ethnicity, legal status, mental & physical health support needs, medical history, care history and offending history. |
| 3. Reasons why we use your personal data | To deliver a service and to ensure the service access criteria is met. We also have a statutory requirement to report to Government departments. |

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| 4. Why we are allowed to use your personal data | <ul style="list-style-type: none"> 1) We have your consent 2) We have a legal obligation 3) We have a contract with you 4) To carry out a public task |
| 5. Who we can share your personal data with | Health agencies, other Local Authorities, Government departments, onward accommodation providers and other referral partners. |
| 6. How long we keep your personal data for | 6 years from the last point of working with you. |
| 7. Situations when your personal data might be sent to other countries | Processing data using Real Systems |

Property Services

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| 1. What personal data is collected about you | Tenant and/or leaseholder's full name, address, and contact details. |
| 2. What special category data is collected about you | Resident vulnerabilities, disabilities and medical information. |
| 3. Reasons why we use your personal data | We use this data to coordinate property repairs and maintenance as well as manage major projects, works and new builds. |

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| 4. Why we are allowed to use your personal data | We are allowed to use your personal data because it is necessary for the performance of a contract that we have with you. |
| 5. Who we can share your personal data with | We may share the personal data we collect with other departments within the City of London Corporation. We also share personal data with our external repairs contractors to help them coordinate repairs appointments directly with the tenant or leaseholder. In the event of new projects and major works we may share personal data with building and construction contractors or architects in order to consult with residents. |
| 6. How long we keep your personal data for | The personal data that we collect will be kept for as long as a lease or tenancy is live. Should a lease or tenancy end, personal data will be kept for ten years before being destroyed. |
| 7. Situations when your personal data might be sent to other countries | We use MailChimp which is a company based in the United States, to manage the way we send you emails. |

Special Educational Needs and Disability

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| 1. What personal data is collected about you | Your name, address, date of birth, photographs, NHS number, educational establishment, telephone number, email address, gender and UPN number. |
| 2. What special category data is collected about you | Ethnicity, home language, medical, educational and social care information, religion or philosophical beliefs. |

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| <p>3. Reasons why we use your personal data</p> | <p>Personal data is used to inform assessment under the Children and Families Act (2014) of the education, health and care needs of a child or young person, and their wishes around how these needs can be met. It will be used to ensure their views are central to the delivery of any support and provision you will require to meet these needs. We may also use your data to fulfil our obligations under the Care Act (2014), the Mental Capacity Act (2005) and the Equality Act (2010) or other relevant legislation aimed at ensuring your education, health and social care needs are met.</p> |
| <p>4. Why we are allowed to use your personal data</p> | <p>We are allowed to use your data if we have a legal obligation to do so, or to protect your vital interests.</p> |
| <p>5. Who we can share your personal data with</p> | <p>Your data may be shared with educational, social care and health service providers who are, or intend to be, providing an individual service to you. These providers may include nurseries, schools and colleges, children’s and adult’s social care services, and Health Care agencies such as hospitals, GPs and Consultants engaged in meeting your needs and other agencies involved in your support.</p> |
| <p>6. How long we keep your personal data for</p> | <p>Your personal data will be held from birth to the age of 25 years and a further 6 years after your case is closed to the Education and Early Years’ Service.</p> |
| <p>7. Situations when your personal data might be sent to other countries</p> | <p>N/A</p> |

Sexual Health London e-service

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| 1. What personal data is collected about you | Name, address, date of birth, telephone number |
| 2. What special category data is collected about you | Ethnicity, gender identity, responses to medical and safeguarding screening questions, medical testing history, details of attendance with health providers that may have provided treatment. |
| 3. Reasons why we use your personal data | The provision of services for the prevention, diagnosis and treatment of illness (as defined in the Health and Social Care Act 2012) to the residents of 27 London Authorities |
| 4. Why we are allowed to use your personal data | Necessary to undertake a public task |
| 5. Who we can share your personal data with | Sexual health clinics can access full personal data records |
| 6. How long we keep your personal data for | 10 years after the last entry |
| 7. Situations when your personal data might be sent to other countries | None |