

## **London Metropolitan Archives (LMA)**

### a) History Cards

<b>1. What personal data is collected about you</b>	Your name, address, email address, telephone number and photograph
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	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
<b>4. Why we are allowed to use your personal data</b>	We have your consent
<b>5. Who we can share your personal data with</b>	Minisis Inc Head Office Suite 950-Royal Centre 1055 West Georgia St PO Box 11142 Vancouver B.C. V6E 3P3
<b>6. How long we keep your personal data for</b>	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.
<b>7. Situations when your personal data might be sent to other countries</b>	Minisis Inc who manage the LMA Collections catalogue, including the History Card applications, are based in Canada

## b) COLLAGE User Accounts

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	Personal data will be retained until the data subject has withdrawn their consent.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

c) Newsletters, monthly events updates and ad hoc information

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

#### d) General enquiry service 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	OCLC, (UK) Ltd City Gate, 8 St Mary's Gate, Sheffield S1 4LW [LMA's electronic enquiry management database, QuestionPoint, is managed by OCLC]
6. How long we keep your personal data for	Enquiry questions and answers entered on QuestionPoint are archived after 90 days but all personally identifiable data is stripped prior to archiving. Printed enquiry correspondence is held securely for a retention period of 8 years.
7. Situations when your personal data might be sent to other countries	OCLC head office is in the USA

### e) 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	6 weeks
7. Situations when your personal data might be sent to other countries	None

## **Disabled Badges**

<b>1. What personal data is collected about you</b>	Your title, name, address, telephone number, email address, previous address (3 years) town of birth, country of birth, date of irth, National Insurance number (Blue Badge), employment details
<b>2. What special category data is collected about you</b>	Disability Status and Medical conditions that affect walking
<b>3. Reasons why we use your personal data</b>	To carry out a statutory function – issuing of disabled badges.
<b>4. Why we are allowed to use your personal data</b>	We have a legal obligation
<b>5. Who we can share your personal data with</b>	Maybe shared with other local authorities, the Police and parking enforcement officers, Government Departments or Agencies
<b>6. How long we keep your personal data for</b>	6 years
<b>7. Situations when your personal data might be sent to other countries</b>	None

## **Community Safety Team**

<b>1. What personal data is collected about you</b>	Name, address, date of birth.
<b>2. What special category data is collected about you</b>	Ethnicity, sex, sexual orientation, marital status, children, health & mental health.
<b>3. Reasons why we use your personal data</b>	Service delivery and for statutory requirements. <ul style="list-style-type: none"><li>• Safeguarding duties and Protection of vulnerable adults and children related to Domestic Violence in the form of Multi-Agency Risk Assessment Conference (MARAC) for high risk cases.</li><li>• Community Trigger cases for Anti-Social behaviour and Community MARAC.</li><li>• Prevention and detection of crime, crime reduction.</li><li>• Providing you with advice, awareness or training.</li><li>• Report of sanitised data/statistics to Government departments.</li></ul>
<b>4. Why we are allowed to use your personal data</b>	Legal obligations for safeguarding vulnerable people or those at risk of abuse. <ul style="list-style-type: none"><li>• Care Act 2014 to protect adults at risk of abuse or neglect.</li><li>• The Children's Act 1989 and 2004 to protect children.</li><li>• Violent Crime and Victims Act 2004.</li><li>• Violence Against Women and Girls (VAWG) Strategy 2016-2020.</li></ul>
<b>5. Who we can share your personal data with</b>	Health agencies, other Local Authorities, support services (i.e. Victim Support or other support providers), Police and Emergency Services, other Criminal Justice Partners (i.e. Probation Services).

<b>6. How long we keep your personal data for</b>	Retention period of 18 months.
<b>7. Situations when your personal data might be sent to other countries</b>	None.



## Cityview magazine and ward newsletters

1. What personal data is collected about you	Your name and address
2. What special category data is collected about you	None
3. Reasons why we use your personal data	To send you the Cityview magazine and the ward newsletters (the latter on behalf of Members), to keep you up to date on the work the City Corporation is carrying out on your behalf and offering opportunities to comment or 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	Your personal data is shared with a data management company for Cityview and a printing company for the ward newsletters.
6. How long we keep your personal data for	One year then refreshed using the annually updated ward lists
7. Situations when your personal data might be sent to other countries	N/A

## Town Clerk's Office

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

<b>6. How long we keep your personal data for</b>	Indefinite or until consent is withdrawn.
<b>7. Situations when your personal data might be sent to other countries</b>	N/A

## **Cultural & Visitor Development Team**

<b>1. What personal data is collected about you</b>	<i>Name, Email, Phone Number, Photos, Video, Bank details (for ticket sales and setting up new suppliers), Social Media, Business Name</i>  <i>Evaluation surveys: age bracket, gender, postcode</i>
<b>2. What special category data is collected about you</b>	<i>Evaluation surveys: Racial or ethnic origin, religious beliefs</i>
<b>3. Reasons why we use your personal data</b>	<i>Service delivery, to procure services, to promote events/activities, to manage partnerships and event lists, to allow event ticket booking, volunteer and event management,</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have your consent OR we have a contract with you</i>
<b>5. Who we can share your personal data with</b>	<i>If publicly available business contacts, shared internally with colleagues, City Procurement, or, if for an event, as a guestlist</i>
<b>6. How long we keep your personal data for</b>	<i>Newsletters reviewed annually for engagement, otherwise 6 years</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>When using third party platforms such as Mailchimp, Eventbrite or Pure360</i>

## **Culture Mile**

<b>City of London Corporation - Service Area:</b>	<b>Culture Mile</b>
<b>1. What personal data is collected about you</b>	Name, address, place of employment, email, phone number
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	Service delivery including invites to events and meetings and information sharing about the project.
<b>4. Why we are allowed to use your personal data</b>	We have your consent.
<b>5. Who we can share your personal data with</b>	Will share with relevant team members in City of London, London Symphony Orchestra, Barbican, Guildhall School of Music and Drama and Rebecca Driver Media Relations.
<b>6. How long we keep your personal data for</b>	<p>External contact details (members of the public who sign up for inclusion) are stored for as long as they are relevant, these contact details will be deleted upon request or when they are no longer required for work on the project.</p> <p>Internal contact details (members of CoL staff and appointed contractors) are stored for as long as they are relevant, these contact details will be deleted when they no longer work on the project, or the project has concluded.</p> <p>Both sets of contact details will be reviewed on an annual basis.</p>

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

If necessary for the project, we may request that you complete a survey via Survey Monkey. This company is based in the USA therefore your data will be transferred to a third-party country.

**Date completed: 28/05/2019**

**Review date: 28/05/2020**