

London Metropolitan Archives (LMA)

a) 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

b) COLLAGE 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 COLLAGE 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 How long we keep your personal data for	Personal data will be retained until the data subject has withdrawn their consent.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

c) 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

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

1. What personal data is collected about you	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
2. What special category data is collected about you	Disability Status and Medical conditions that affect walking
3. Reasons why we use your personal data	To carry out a statutory function – issuing of disabled badges.
4. Why we are allowed to use your personal data	We have a legal obligation
5. Who we can share your personal data with	Maybe shared with other local authorities, the Police and parking enforcement officers, Government Departments or Agencies
6. How long we keep your personal data for	6 years
7. Situations when your personal data might be sent to other countries	None

Community Safety Team

1. What personal data is collected about you	Name, address, date of birth.
2. What special category data is collected about you	Ethnicity, sex, sexual orientation, marital status, children, health & mental health.
3. Reasons why we use your personal data	Service delivery and for statutory requirements. <ul style="list-style-type: none">• 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.• Community Trigger cases for Anti-Social behaviour and Community MARAC.• Prevention and detection of crime, crime reduction.• Providing you with advice, awareness or training.• Report of sanitised data/statistics to Government departments.
4. Why we are allowed to use your personal data	Legal obligations for safeguarding vulnerable people or those at risk of abuse. <ul style="list-style-type: none">• Care Act 2014 to protect adults at risk of abuse or neglect.• The Children's Act 1989 and 2004 to protect children.• Violent Crime and Victims Act 2004.• Violence Against Women and Girls (VAWG) Strategy 2016-2020.
5. Who we can share your personal data with	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).

6. How long we keep your personal data for	Retention period of 18 months.
7. Situations when your personal data might be sent to other countries	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

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