

Transportation and Public Realm

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| 1. What personal data is collected about you | <ul style="list-style-type: none">• Your name and contact details• Any other personal information submitted within your enquiry, correspondence and/or application. |
| 2. What special category data is collected about you | Possible, dependent on the application and/or communication type. |
| 3. Reasons why we use your personal data | <ul style="list-style-type: none">• To administer, communicate, and correspond with applicants• To review, investigate and respond to enquiries• For statutory and non-statutory consultations• To inform members of the public, commercial and residential of proposed Road Safety, Road Danger Reduction and Traffic Orders and to capture public opinion, encourage behaviour change and encourage engagement in existing scheme or events or campaigns within the City.• To provide services in street cleansing, waste collection and recycling, vehicle management and highways and street management including parking, road closures, parking bay suspensions, scaffold licenses, drainage services, etc.• To manage the enforcement of environmental contraventions |
| 4. Why we are allowed to use your personal data | We will only process your personal data where we have a legal obligation, where we have your consent or where it is necessary for the performance of a task carried out in the public interest. |
| 5. Who we can share your personal data with | Relevant officers and Management within the City of London Corporation. We will also share your personal data where it is our statutory duty to share this information with other the relevant bodies. |

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| 6. How long we keep your personal data for | Retention period is being reviewed. |
| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |

Parking Ticket Office

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| <p>1. What personal data is collected about you</p> | <p>Your name and contact details, vehicle registration number, CCTV footage, photographs, recorded telephone calls, parking ticket number, financial information to process payments and copies of bank statements (where necessary) to prove payment.</p> <p>When dealing with parking and traffic challenges and appeals, it may be necessary to process additional personal data such as: hiring agreements, additional financial information i.e. insolvency details.</p> |
| <p>2. What special category data is collected about you</p> | <p>Copies of disabled Blue and Red Badges</p> <p>Additional special category data relating to medical information may be processed when dealing with appeals.</p> |
| <p>3. Reasons why we use your personal data</p> | <ul style="list-style-type: none"> • Processing the enforcement of parking and traffic contraventions • To issue and process Penalty Charge Notices (PCNs) (send statutory notices, deal with challenges, appeals at tribunal, take payments, etc.) |
| <p>4. Why we are allowed to use your personal data</p> | <p>We have a legal obligation to process personal data. We only process special category data where it is necessary for the exercise or defence of legal claims.</p> |
| <p>5. Who we can share your personal data with</p> | <p>IT supplier for back-office system, Printing Contractor, Bailiff agencies, London Tribunals, Northampton County Court Bulk Centre.</p> |
| <p>6. How long we keep your personal data for</p> | <p>Paper documents are held for one (1) year on site and two (2) years off site at the LMA after which it is securely disposed.</p> <p>Electronic data is held for a maximum of six (6) years.</p> |

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| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |
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Transport Service – Company Vehicles

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| 1. What personal data is collected about you | name, address, Licence details, Health Declaration, and staff payroll (or other unique reference) number |
| 2. What special category data is collected about you | Health Data. |
| 3. Reasons why we use your personal data | To ensure your legal compliance to drive. |
| 4. Why we are allowed to use your personal data | Compliance with legal obligations. |
| 5. Who we can share your personal data with | Relevant CoL Staff. |
| 6. How long we keep your personal data for | Duration of employment. |
| 7. Situations when your personal data might be sent to other countries | Not applicable. |

Transport Service – Grey Fleet

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| 1. What personal data is collected about you | Name, address, licence details, insurance details, proof of tax, MOT, and staff payroll (or other unique reference) number |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | To ensure your legal compliance to drive. |
| 4. Why we are allowed to use your personal data | Compliance with legal obligations. |
| 5. Who we can share your personal data with | Relevant CoL Staff. |
| 6. How long we keep your personal data for | Duration of employment. |
| 7. Situations when your personal data might be sent to other countries | Not applicable. |

Planning & Development Management

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| <p>1. What personal data is collected about you</p> | <ul style="list-style-type: none"> • Your name and contact details. • Any other personal information submitted within your enquiry, correspondence and/or application. |
| <p>2. What special category data is collected about you</p> | <ul style="list-style-type: none"> • Possible, dependent on the application and/or communication type. |
| <p>3. Reasons why we use your personal data</p> | <ul style="list-style-type: none"> • To respond to requests for pre-application advice • To maintain the statutory register of planning applications • To maintain a record of planning obligations • To maintain a statutory enforcement register • To coordinate responses to planning applications • Community Infrastructure Levy (CIL) Administration • To provide planning advice, as requested |
| <p>4. Why we are allowed to use your personal data</p> | <p>We have a legal obligation</p> |
| <p>5. Who we can share your personal data with</p> | <p>Where required, personal data such as your name and email address will be made public on our website and via committee agendas. With relevant officers and Management within the City of London Corporation.</p> |
| <p>6. How long we keep your personal data for</p> | <p>No time limit</p> |

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| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |
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District Surveyor

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| <p>1. What personal data is collected about you</p> | <ul style="list-style-type: none"> • Name and contact details • Any other personal information submitted within your enquiry, correspondence and/or application. |
| <p>2. What special category data is collected about you</p> | <p>Possible, dependent on the application and/or communication type</p> |
| <p>3. Reasons why we use your personal data</p> | <p>To process the following :</p> <ul style="list-style-type: none"> • Building Regulation Applications as required by the Building Regulations 2010 • Demolition Notice Applications as required the Building Act 1984 • Marriage License Premises Applications, as required by the Marriage Act 1994 • The use of/and transportation of Cranes, transporting of abnormal loads, etc. • Administration of Bridge maintenance & Repair |
| <p>4. Why we are allowed to use your personal data</p> | <p>We have a legal obligation</p> |
| <p>5. Who we can share your personal data with</p> | <p>Your personal data may be shared with</p> <ul style="list-style-type: none"> • the owner/agent for the property, • owners/occupiers of adjacent buildings to the property being demolished, • UK Power Networks, • London Underground Infrastructure Protection, • Thames Water Utilities Ltd, • Mail Rail • Network Rail |

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| | Relevant officers and management of the City of London Corporation. We will share your personal data where it is our statutory duty to share with other relevant bodies. |
| 6. How long we keep your personal data for | Retention period is being reviewed. |
| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |

Policy and Performance

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| 1. What personal data is collected about you | Your name and contact details. |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | <ul style="list-style-type: none">• Community Infrastructure Levy (CIL) preparation• Consultation and recording of Assets of Community Value• Maintaining the Self Build Register• Processing of Local Land Charge enquiries• To record and update Street Naming and Numbering• to consult and inform the development of the City of London Local Plan• To respond to general enquires and questions |
| 4. Why we are allowed to use your personal data | We have a legal obligation |
| 5. Who we can share your personal data with | Where required, personal data such as your name and email address will be made public on our website and via committee agendas. |
| 6. How long we keep your personal data for | No time limit |

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| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |
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Land Charges

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| 1. What personal data is collected about you | Your name and contact details. |
| 2. What special category data is collected about you | None |
| 3. Reasons why we use your personal data | Processing LLC enquiries |
| 4. Why we are allowed to use your personal data | Where we have your consent or where it is necessary for the performance of a task carried out in the public interest. |
| 5. Who we can share your personal data with | Officers and managers of the City of London Corporation |
| 6. How long we keep your personal data for | 6 years |
| 7. Situations when your personal data might be sent to a country outside the EU. | None, unless stated. |