

Privacy notices for:

- Billingsgate Outbound Consolidation Trial
- City Property Advisory Team
- Citigen - HNDU Southern Loop Feasibility Study
- Customer Survey
- Fleet Street Consultation
- Fleet Street Estates Utilities Handover
- Investment Property Group
- London Wall West Consultation

Billingsgate Outbound Consolidation Trial

1. What personal data is collected about you	Name, Company name, email address, phone number
2. What special category data is collected about you	None
3. Reasons why we use your personal data	Holding contact details for development of logistics and transport operations for the Dagenham Dock Markets Conducting surveys
4. Why we are allowed to use your personal data	We have a contract with you
5. Who we can share your personal data with	Other Local Authorities, participating organisations. This will be details of participants and contact details where necessary. All trial outputs such as delivery numbers, mileage etc will be anonymised
6. How long we keep your personal data for	Eight years
7. Situations when your personal data might be sent to other countries	None

City Property Advisory Team

1. What personal data is collected about you	Your name, work telephone number, work email address and company postal address
2. What special category data is collected about you	None
3. Reasons why we use your personal data	<p>To inform our department’s intelligence gathering in the below ways:</p> <ul style="list-style-type: none">• To update our development pipeline map• To gain an understanding of office moves generally in the City• To gain an understanding of the business composition in the City• To be able to resolve issues for businesses and developers <p>We rely on your written consent to:</p> <ul style="list-style-type: none">• provide email updates on major events and road closures• invite you to property-related events• invite you to one-to-one catch up meetings with members of the CPAT team
4. Why we are allowed to use your personal data	For our legitimate business interests and where we have your consent.
5. Who we can share your personal data with	The development pipeline map is shared publicly on the CPAT web pages which does not include your personal data.

6. How long we keep your personal data for

Meeting notes are kept indefinitely
We retain your contact details on our database with a review every five years

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

We use Mailchimp for e-shot communications

Citigen - HNDU Southern Loop Feasibility Study

1. What personal data is collected about you	<i>Name, position, business address & contact details</i>
2. What special category data is collected about you	<i>None</i>
3. Reasons why we use your personal data	<i>For communication purposes on technical matters in respect of the HNDU Feasibility Study</i>
4. Why we are allowed to use your personal data	<i>For our legitimate interests</i>
5. Who we can share your personal data with	<i>The following study partners and consultant: E.ON Citigen Ltd; Department for Business, Energy & Industrial Strategy (Heat Networks Development Unit); WSP (UK) Ltd</i>
6. How long we keep your personal data for	<i>3 years in accordance with our retention policy.</i>
7. Situations when your personal data might be sent to other countries	<i>None</i>

Customer Survey

1. What personal data is collected about you	Company Address Contact name Job title Contact number Email Your responses to the survey questions
2. What special category data is collected about you	<i>None</i>
3. Reasons why we use your personal data	<i>To carry out a survey, understand the results of the survey and how best to act on them for the benefit of the customer.</i>
4. Why we are allowed to use your personal data	<i>We have your consent, article 6 (1) (a) of the GDPR.</i>
5. Who we can share your personal data with	<i>CoL staff and RealService only for the purposes of carrying out and acting on the findings of the survey for the benefit of the customer.</i>
6. How long we keep your personal data for	<i>2 years</i>
7. Situations when your personal data might be sent to other countries	<i>None expect if required to do so by Law.</i>

Fleet Street Consultation

1. What personal data is collected about you	<i>Name, email address, initial part of postcode, age and gender.</i>
2. What special category data is collected about you	<i>Disability (health), Ethnicity, potentially religion by default.</i>
3. Reasons why we use your personal data	<i>The use of personal data is used to help the City Corporation to analyse feedback to consultations and for the City Corporation to fulfil its obligations to understand how its plans impact minorities groups.</i>
4. Why we are allowed to use your personal data	<ul style="list-style-type: none">• <i>we have your explicit consent</i>• <i>to carry out a public task</i>
5. Who we can share your personal data with	<i>Personal Information could be shared with our consultation portal developer (Delib) and third parties who are responsible for analysing the consultation (London Communications Agency)</i>
6. How long we keep your personal data for	<i>3 years</i>
7. Situations when your personal data might be sent to other countries	<i>All personal data is stored on UK and EU servers</i>

Fleet Street Estates Utilities Handover

1. What personal data is collected about you	<i>Name, contact number and email address of key contact.</i>
2. What special category data is collected about you	<i>N/A</i>
3. Reasons why we use your personal data	<i>As a point of contact when carrying out change of occupier details with Utility providers.</i>
4. Why we are allowed to use your personal data	<i>Personal data is processed in accordance with Article 6, 1 (E) of the UK GDPR as incorporated by the Data Protection Act 2018, as the personal data processed is necessary for the performance of a task carried out in the public interest</i>
5. Who we can share your personal data with	<i>The city of London will not share your personal data with any third parties unless there is a legal obligation for us to do so.</i> <i>It is noted that all returns/forms will need to be returned directly to your respective utility suppliers.</i>
6. How long we keep your personal data for	<i>Personal Data will be kept by the City of London for 12 months retention from last day in occupancy, this may need to be extended for a further 3 months if utility providers have not changed the ownership.</i>
7. Situations when your personal data might be sent to other countries	<i>N/A</i>

Investment Property Group

1. What personal data is collected about you	Names, business and home addresses, contact details including email addresses and telephone numbers.
2. What special category data is collected about you	None.
3. Reasons why we use your personal data	To collate information about tenants at each property such as tables summarising rent payments and details of the lettings to assist in the management of each property and to provide relevant information to managing agents, surveyors and other professional advisers and to prospective purchasers and other parties who may acquire an interest in the relevant property and their respective professional advisers.
4. Why we are allowed to use your personal data	In accordance with Article 6, Paragraph 1 (b), processing is necessary for the performance of a contract.
5. Who we can share your personal data with	We share your data with potential purchasers; internal departments (if appropriate), and with our external professional advisers.
6. How long we keep your personal data for	We keep your personal data for the length of your tenancy, plus a further 10 years after the termination of the lease.
7. Situations when your personal data might be sent to other countries	Personal data will not be sent to other countries, unless required in instances where potential purchaser is not based in within the UK or EU.

London Wall West Consultation

1. What personal data is collected about you	<i>Name, email address, postcode, age, gender</i> <i>Any other personal information submitted in communications, consultations or public engagement activity of direct relevance to the project.</i>
2. What special category data is collected about you	<i>Health - disability</i> <i>Racial or ethnic origin.</i> <i>Religious opinion or philosophical opinion.</i> <i>Any other information potentially gathered through communications, consultations or public engagement activity of direct relevance to the project, including optional equality monitoring information.</i>
3. Reasons why we use your personal data	<i>To allow the City of London Corporation to gather and analyse feedback to consultations, and to ensure the consultation reaches all parts of the community.</i> <i>To allow the City of London Corporation to communicate with you in regard to the progress of this consultation.</i> <i>To allow for the monitoring of equal opportunities regarding receiving feedback for this consultation.</i>
4. Why we are allowed to use your personal data	<i>Personal data, where provided as part of this consultation will be processed in accordance with the following:</i> <ul style="list-style-type: none">• <i>Article 6, 1, (a) (of the General Data Protection Regulation (GDPR)) – We have received your consent</i>• <i>Article 6,1 (b) (of the GDOR) – Processing is necessary for the performance of a contract</i>• <i>Article 6, 1 (e) (of the GDPR) – Processing is necessary for the performance of a task carried out in the public interest.</i> <i>Where special category personal data is collected as part of this consultation this will be processed in accordance with:</i>

	<ul style="list-style-type: none"> • <i>Article 9, 2, (g) processing is necessary for reasons of substantial public interest.</i>
5. Who we can share your personal data with	<p><i>Personal data and special category data will be shared with our service providers:</i></p> <ul style="list-style-type: none"> • <i>Delib, providing CitizenSpace consultation portal, a platform for hosting consultations, engagement activities, surveys and response forms. All Delib products are designed using Privacy by Design principles, as recommended by the UK ICO</i> • <i>Personal and special category data will also be shared with London Communication Agency - the Consultant appointed on the project who will support in the analysis of consultation feedback</i>
6. How long we keep your personal data for	<p><i>All personal and special category data will be held for a period of 3 years, after which point it will be securely deleted.</i></p>
7. Situations when your personal data might be sent to other countries	<p><i>All personal and special category data will be held in the United Kingdom.</i></p> <p><i>Where personal data is provided to Delib – CitizenSpace, we note that personal data is hosted and held within the UK on servers provided by Rackspace UK.</i></p>