

**Environment Department Privacy Notices for:**

- Planning & Development Division
- City Operations Division
- Port Health & Public Protection Division
- Natural Environment Division

Privacy Notices for Planning & Development Division:

- Planning & Development Management
- Policy & Performance
- Land Charges
- City Property Advisory Team
- Small Business Research Centre
- District Surveyor

## **Planning & Development Management**

<b>1. What personal data is collected about you</b>	<ul style="list-style-type: none"><li>• Your name and contact details.</li><li>• Any other personal information submitted within your enquiry, correspondence and/or application.</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Possible, dependent on the application and/or communication type.</li></ul>
<b>3. Reasons why we use your personal data</b>	<ul style="list-style-type: none"><li>• To respond to requests for pre-application advice</li><li>• To maintain the statutory register of planning applications</li><li>• To maintain a record of planning obligations</li><li>• To maintain a statutory enforcement register</li><li>• To coordinate responses to planning applications</li><li>• Community Infrastructure Levy (CIL) Administration</li><li>• To provide planning advice, as requested</li></ul>
<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>	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.
<b>6. How long we keep your personal data for</b>	No time limit
<b>7. Situations when your personal data might be sent to a country outside the EU.</b>	None, unless stated.

## **Policy and Performance**

<b>1. What personal data is collected about you</b>	Your name and contact details.
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	<ul style="list-style-type: none"><li>• Community Infrastructure Levy (CIL) preparation</li><li>• Consultation and recording of Assets of Community Value</li><li>• Maintaining the Self Build Register</li><li>• Processing of Local Land Charge enquiries</li><li>• To record and update Street Naming and Numbering</li><li>• to consult and inform the development of the City of London Local Plan</li><li>• To respond to general enquires and questions</li></ul>
<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>	Where required, personal data such as your name and email address will be made public on our website and via committee agendas.
<b>6. How long we keep your personal data for</b>	No time limit
<b>7. Situations when your personal data might be sent to a country outside the EU.</b>	None, unless stated.

## **Land Charges**

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

## **City Property Advisory Team**

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

<b>6. How long we keep your personal data for</b>	Meeting notes are kept indefinitely We retain your contact details on our database with a review every five years
<b>7. Situations when your personal data might be sent to other countries</b>	We use Mailchimp for e-shot communications

## District Surveyor

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



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

## **Small Business Research Centre**

<b>1. What personal data is collected about you</b>	Name, Address, Email address (optional), telephone number (optional)
<b>2. What special category data is collected about you</b>	None collected
<b>3. Reasons why we use your personal data</b>	Small Business Research & Enterprise Centre uses personal data to inform customers of news, events and services offered by the Small Business Research & Enterprise Centre. Data is used for service delivery and to manage partnership arrangements.
<b>4. Why we are allowed to use your personal data</b>	You, or your legal representative, have given consent.
<b>5. Who we can share your personal data with</b>	Personal Data is not shared externally. Some partnership data is shared once consent has been sourced i.e. speaker panels for an event
<b>6. How long we keep your personal data for</b>	Customer data is retained on records for 3 years
<b>7. Situations when your personal data might be sent to other countries</b>	Small Business Research & Enterprise Centre serves customer in living the UK. Third party platforms are used to support service delivery i.e. Mailchimp, Eventbrite and JoinIt.

Privacy Notices for City Operations Division:

- Parking Ticket Office
- Transportation & Public Realm
- Fleet Street - Healthy Street Consultation
- Clean City - Awards Applications
- Transport Service - Company Vehicles
- Transport Service - Grey Fleet
- City Gardens - E-newsletter
- City Gardens - Event Application Form
- City Gardens - Snapshot Survey

## Parking Ticket Office

<b>1. What personal data is collected about you</b>	<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>
<b>2. What special category data is collected about you</b>	<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>
<b>3. Reasons why we use your personal data</b>	<ul style="list-style-type: none"><li>• Processing the enforcement of parking and traffic contraventions</li><li>• To issue and process Penalty Charge Notices (PCNs) (send statutory notices, deal with challenges, appeals at tribunal, take payments, etc.)</li></ul>
<b>4. Why we are allowed to use your personal data</b>	<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>
<b>5. Who we can share your personal data with</b>	<p>IT supplier for back-office system, Printing Contractor, Bailiff agencies, London Tribunals, Northampton County Court Bulk Centre.</p>
<b>6. How long we keep your personal data for</b>	<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>
<b>7. Situations when your personal data might be sent to a country outside the EU.</b>	<p>None, unless stated.</p>

## Transportation and Public Realm

<p><b>1. What personal data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Your name and contact details</li> <li>• Any other personal information submitted within your enquiry, correspondence and/or application.</li> </ul>
<p><b>2. What special category data is collected about you</b></p>	<p>Possible, dependent on the application and/or communication type.</p>
<p><b>3. Reasons why we use your personal data</b></p>	<ul style="list-style-type: none"> <li>• To administer, communicate, and correspond with applicants</li> <li>• To review, investigate and respond to enquiries</li> <li>• For statutory and non-statutory consultations</li> <li>• 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.</li> <li>• 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.</li> <li>• To manage the enforcement of environmental contraventions</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<p>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.</p>
<p><b>5. Who we can share your personal data with</b></p>	<p>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.</p>

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

## **Fleet Steet – Healthy Street Consultation**

<b>1. What personal data is collected about you</b>	<i>IP Address, age, gender</i>
<b>2. What special category data is collected about you</b>	<i>Health data – Disability</i>
<b>3. Reasons why we use your personal data</b>	<i>The personal and special category data is captured for the purpose of undertaking a consultation in relation to the neighbourhoods north and south of Fleet Street and Ludgate Hill.  The findings of this consultation will be used by the City Corporation to create cleaner, greener, and healthier neighbourhoods.</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have your consent in accordance with Article 6 (1)(a) and Article 9 (2)(a) of the UK GDPR</i>
<b>5. Who we can share your personal data with</b>	<i>This data will be shared between Commonplace and the City of London for the purpose of providing analysis in relation to the consultation.</i>
<b>6. How long we keep your personal data for</b>	<i>Personal and special category data captured for this consultation will be held for 24 months once the project is closed, before being securely destroyed.</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>This consultation will be operated by Commonplace (data processor). Commonplace's sub processors (Delighted and Sendgrid) host the data outside of the UK in the USA.</i>

## Clean City - Awards applications

<b>1. What personal data is collected about you</b>	Name Email address Telephone number
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	Co-ordination and administration of the Clean City Awards Scheme
<b>4. Why we are allowed to use your personal data</b>	We have your consent, for our legitimate interests
<b>5. Who we can share your personal data with</b>	Survey Monkey, One Curiosity Way, San Mateo, California 94403
<b>6. How long we keep your personal data for</b>	We will store your personal information for as long as necessary to meet the purposes for which it was originally collected, these contact details will be deleted upon request or when they are no longer required.
<b>7. Situations when your personal data might be sent to other countries</b>	If necessary for the scheme, when completing a Survey Monkey survey. This company is based in the USA therefore your data will be transferred to a third-party country.



## **Transport Service – Company Vehicles**

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

## **Transport Service – Grey Fleet**

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

## **City Gardens**

### a) E-newsletter

<b>1. What personal data is collected about you</b>	<i>Name, email address</i>
<b>2. What special category data is collected about you</b>	<i>None</i>
<b>3. Reasons why we use your personal data</b>	<i>Managing e-newsletter sign-up</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have your consent.</i>
<b>5. Who we can share your personal data with</b>	<i>Mailchimp</i>
<b>6. How long we keep your personal data for</b>	<i>Not managed by City Gardens. Managed by Communications and Marketing Manager for Open Spaces</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>Mailchimp (USA)</i>

### b) Event application form

<b>1. What personal data is collected about you</b>	<i>Name, Address, Telephone number, Email address, Wedding dates*, Date of Birth*, Wedding venue*,</i>
<b>2. What special category data is collected about you</b>	<i>None</i>
<b>3. Reasons why we use your personal data</b>	<i>Service delivery – processing garden event applications *this information is detailed on the public liability form sent to us</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have a contract with you</i>
<b>5. Who we can share your personal data with</b>	<i>Not shared</i>
<b>6. How long we keep your personal data for</b>	<i>18months from last communication *the copy of the insurance document is destroyed after it has been checked</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>N/A</i>

### C) Snapshot Survey

<b>1. What personal data is collected about you</b>	<i>Ethnic group, Main language, Disability, Name, Company, Address, Postcode Country, Email Address, Phone number</i>
<b>2. What special category data is collected about you</b>	<i>None</i>
<b>3. Reasons why we use your personal data</b>	<i>Service delivery Data is managed by Communications and Marketing Manager Open Spaces</i>
<b>4. Why we are allowed to use your personal data</b>	<i>We have your consent</i>
<b>5. Who we can share your personal data with</b>	<i>Snapshot Survey</i>
<b>6. How long we keep your personal data for</b>	<i>Not managed by City Gardens. Managed by Communications and Marketing Manager for Open Spaces</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>Snapshot Survey (USA)</i>

Privacy Notices for Port Health & Public Protection Division:

- Animal Health & Welfare
- Heathrow Animal Reception Centre
- London Port Health Authority
- Commercial Environmental Health Team
- Trading Standards Service
- Pollution Control Team
- Air Quality Team
- Licensing Service
- Operational Support Team

## **Animal Health and Welfare**

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Employment/occupation details</li><li>• Education/qualification details</li><li>• Passport number and/or driving licence details (for identification purposes)</li><li>• Investigation reports</li><li>• Visual images/recordings (using hand-held or Body Worn Video cameras)</li><li>• Lifestyle/social circumstances</li></ul> <p>Any other personal data that you provide voluntarily</p>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Occasionally health information</li><li>• Occasionally details of criminal convictions</li></ul> <p>Any other special category personal data that you provide voluntarily</p>
<b>3. Reasons why we use your personal data</b>	<p>To provide an Animal Health Service for Greater London and other local authorities within London and the Home Counties (the service is provided on a contract basis on behalf of other local authorities), including the following purposes:</p> <ul style="list-style-type: none"><li>• To carry out visits and inspections of, and issue licences to, pet shops, zoos, farms, animal exhibits, dog breeding, animal boarding and riding establishments.</li><li>• To offer advice on the keeping of dangerous wild animals.</li><li>• To take enforcement action in relation to these activities as necessary.</li><li>• To deal with reports of illegally imported animals.</li><li>• To deal with reports of animal cruelty and concerns about animal welfare.</li><li>• To provide advice under Primary Authority arrangements to businesses with which the service is partnered.</li><li>• To provide training events and courses on animal health and welfare.</li><li>• To deliver the accredited 'Professional Programme in Inspecting Licensable Activities Involving Animals' training course to delegates.</li></ul>

<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• You have given your explicit consent.</li> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul> <p>Criminal convictions:</p> <ul style="list-style-type: none"> <li>• Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities, i.e. we have your consent, we have a legal obligation, we have a contract with you, to protect your vital interests, to carry out a public task or for our legitimate interests (only available to non-public functions).</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Contracted local authorities</li> <li>• Law enforcement agencies</li> <li>• RSPCA</li> <li>• Central government departments (e.g. Defra; Animal and Plant Health Agency (APHA))</li> <li>• Healthcare and social welfare organisations</li> <li>• Expert witnesses</li> <li>• The Pet Industry Federation (PIF) (only applicable to delegates undertaking the on the 'Professional Programme in Inspecting Licensable Activities Involving Animals' training course).</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Your personal data would only be transferred to other countries or relevant international organisations if it is necessary for the purpose of an investigation, we have a duty to carry out.</p>





## **Heathrow Animal Reception Centre**

<p><b>1. What personal data is collected about you</b></p>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Education/qualification details</li> <li>• Visual images and recordings (CCTV)</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<p><b>2. What special category data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Health information (e.g. in relation to customers with disabilities/those with assistance animals; and for meeting specific access requirements of visitors).</li> <li>• Any other special category personal data that you provide voluntarily.</li> </ul>
<p><b>3. Reasons why we use your personal data</b></p>	<p>To operate the Heathrow Animal Reception Centre (the Border Inspection Post for live animals at Heathrow Airport), including:</p> <ul style="list-style-type: none"> <li>• To provide temporary accommodation for animals transiting through Heathrow.</li> <li>• To check that imported animals, and their paperwork, comply with the requirements of The Pet Travel Scheme.</li> <li>• To check that animal shipments are packed according to International Air Transport Association (IATA) requirements.</li> <li>• To take enforcement action in relation to these activities as necessary.</li> <li>• To host visits to, and tours of, the Heathrow Animal Reception Centre.</li> <li>• The use of CCTV to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for the performance of a contract.</li> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> </ul>

	<p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL Departments</li> <li>• Central government departments (e.g. Defra; Animal and Plant Health Agency; HMRC; Department for Transport)</li> <li>• Law enforcement agencies</li> <li>• UK Border Force</li> <li>• 3rd party insurance and legal representatives acting on behalf of data subjects</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Where necessary and relevant, personal data is occasionally shared with veterinarians based overseas who have treated animals being imported into the UK.</p>

## **London Port Health Authority (LPHA) – Food & Animal Feed Service and Shellfish Controls.**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Employment details</li><li>• Family details</li><li>• Investigation reports</li><li>• Lifestyle/social circumstances</li><li>• Visual images</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	If relevant to the purpose of the processing or a specific investigation: <ul style="list-style-type: none"><li>• Health</li><li>• Racial or ethnic origin</li><li>• Sex life</li><li>• Religious beliefs (for identifying any specific access, allergy or dietary requirements)</li><li>• Any other special category personal data that you provide voluntarily</li></ul>
<b>3. Reasons why we use your personal data</b>	To operate the LPHA Food and Animal Feed Service and to carry out shellfish controls within the LPHA district, including the following purposes: <ul style="list-style-type: none"><li>• To operate the Border Control Posts at London Gateway Port, Port of Tilbury and Thamesport.</li><li>• To monitor food or animal feed imports at any of the ports within the district, including organic produce; illegal, unreported and unregulated fishing; articles in contact with food.</li><li>• To carry out documentary, identity and physical checks, and take samples for chemical analysis and microbiological examination, of imported consignments of Products of Animal Origin (POAO) and products Not of Animal Origin (NAO).</li><li>• To carry out controls of infectious disease and food poisoning, including premises, vessels and aircraft, and take enforcement action where necessary.</li><li>• To carry out environmental health controls including statutory nuisance, environmental permitting (IPPC), and approved premises.</li><li>• To provide a pest control service in the Port of Tilbury.</li></ul>

	<ul style="list-style-type: none"> <li>• To coordinate and host visits to, and tours of, the Ports of Tilbury and London Gateway.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation</li> <li>• It is necessary for the performance of a contract</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> <li>• The data subject has given explicit consent.</li> </ul>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Other local authorities</li> <li>• Central government departments</li> <li>• Law enforcement agencies.</li> <li>• Healthcare professionals and organisations.</li> <li>• The Port Operators (in relation to visitors to the port)</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing and any relevant statutory requirements.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>Where you or any companies involved in the processing activity are based overseas.</p>

## **London Port Health Authority (LPHA) – River Division**

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Visual images and recordings</li> </ul>
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<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	<p>To operate the LPHA Launch Service, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To carry out shellfish controls within the LPHA district.</li> <li>• To provide Royal Yachting Association (RYA) certified power boat training courses.</li> <li>• The use of CCTV at the River Division site to collect visual images and recordings for: the prevention and detection of crime; prosecution of offenders; safety of individuals; security of the premises and property.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation</li> <li>• It is necessary for the purposes of legitimate interests of the controller.</li> </ul>
<b>5. Who we can share your personal data with</b>	<ul style="list-style-type: none"> <li>• The personal data of participants in RYA training courses is shared with the Royal Yachting Association.</li> <li>• Occasionally shared with the Association of Inshore Fisheries and Conservation Authorities (IFCA) (in relation to shellfish controls)</li> </ul>
<b>6. How long we keep your personal data for</b>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing and any relevant statutory requirements.</p> <p>CCTV footage is automatically deleted after 60 days. Any footage burned to disc is securely destroyed when it is no longer needed.</p>
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable

## Commercial Environment Health Team (Food Safety and Health & Safety)

<b>1. What personal data is collected about you</b>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Job title</li><li>• Name of employer</li><li>• Employment records</li><li>• Qualification details</li><li>• Lifestyle/social circumstances</li><li>• Occasional visual images or recordings</li><li>• Investigation reports</li><li>• Opinions about data subjects</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Health information</li><li>• Occasionally Trades Union membership</li></ul> <p>Any other special category personal data that you provide voluntarily</p>
<b>3. Reasons why we use your personal data</b>	<p>Enforcement of legal requirements relating to food safety and health &amp; safety arising from the activities of commercial businesses, including the following purposes:</p> <ul style="list-style-type: none"><li>• To undertake a range of food hygiene, food standards and health &amp; safety proactive interventions across all relevant businesses.</li><li>• To coordinate, investigate and respond to complaints relating to the activities of City businesses in respect of food safety and health &amp; safety.</li><li>• To carry out investigations into reports of infectious disease and work-related illness and undertake food sampling work.</li><li>• To enforce odour nuisance legislation in relation to City food businesses.</li><li>• To investigate accidents, dangerous occurrences and deaths which occur in workplaces which the CoL has a duty to regulate.</li><li>• To enforce aspects of health and safety legislation and food standards and hygiene controls in relevant premises at, and in vehicles visiting, Smithfield Market.</li></ul>

<p><b>4. Why we are allowed to use your personal data</b></p>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with a legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> <li>• It is necessary to protect the vital interests of the data subject (or others).</li> <li>• It is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.</li> </ul> <p>Special category data:</p> <ul style="list-style-type: none"> <li>• It is necessary for reasons of substantial public interest.</li> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Food Standards Agency (FSA)</li> <li>• Other local authorities</li> <li>• Public analysts</li> <li>• Public Health England (PHE)</li> <li>• Central government departments (e.g. HSE; DVLA)</li> <li>• Law enforcement agencies (e.g. police)</li> <li>• Expert witnesses</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p> <p>Generally, data is retained for a maximum of 6 years. However, a longer retention period may be necessary in certain instances, such as investigations of work related deaths or incidents of asbestos exposure.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Your personal data will only be transferred to other countries if you are based overseas.</p>

## **Trading Standards Service**

<p><b>1. What personal data is collected about you</b></p>	<p>We may collect the following data about you, where relevant to the purpose of the processing:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Personal contact details</li> <li>• Family details</li> <li>• Investigation reports</li> <li>• Employment records</li> </ul>
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	<ul style="list-style-type: none"> <li>• Lifestyle/social circumstances</li> <li>• Occasional visual images/recordings</li> <li>• Any other personal data that you provide voluntarily</li> </ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"> <li>• Occasionally, relevant health information</li> </ul>
<b>3. Reasons why we use your personal data</b>	<p>To provide a Trading Standards Service for the City of London, including the following purposes:</p> <ul style="list-style-type: none"> <li>• To coordinate, investigate and respond to complaints and enquiries received from consumers and businesses, and take enforcement action where necessary.</li> <li>• To carry out inspections of businesses to ensure that goods and services are offered in accordance with consumer protection legislation.</li> <li>• To take enforcement action against non-compliant businesses in accordance with the Port Health &amp; Public Protection Enforcement Policy.</li> <li>• To provide advice under Primary Authority arrangements to national companies based in the City of London.</li> </ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"> <li>• It is necessary for compliance with legal obligation.</li> <li>• It is necessary for the performance of a task carried out in the public interest.</li> </ul> <p>The processing of any special category data is necessary for reasons of substantial public interest.</p>
<b>5. Who we can share your personal data with</b>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other CoL departments</li> <li>• Other local authorities</li> <li>• Law enforcement agencies</li> <li>• Central government departments</li> <li>• National MEMEX and IDB Trading Standards intelligence databases</li> <li>• The Primary Authority Company</li> <li>• Any other business with a connection to the complaint</li> </ul>

<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing, but the general retention period is 6 years.
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable

## **Pollution Control Team**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Family details</li><li>• Investigation reports</li><li>• Lifestyle/social circumstances</li><li>• Visual images</li><li>• Any other personal data that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Health information</li><li>• Occasionally details of criminal convictions</li><li>• Any other special category personal data that you provide voluntarily</li></ul>
<b>3. Reasons why we use your personal data</b>	For the enforcement of noise, nuisance and private sector housing legislation, including the following purposes: <ul style="list-style-type: none"><li>• To coordinate, investigate and respond to environmental complaints and service requests, including those about housing and nuisance issues such as noise, dust and lighting, drainage defects and odours.</li><li>• To licence houses in multiple occupation (HMOs).</li></ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• It is necessary for compliance with a legal obligation.</li><li>• It is necessary for the performance of a task carried out in the public interest.</li></ul> <p>Special category data:</p> <ul style="list-style-type: none"><li>• You have given your explicit consent.</li><li>• It is necessary for reasons of substantial public interest.</li><li>• It is necessary for reasons of public interest in the area of public health.</li></ul> <p>Criminal convictions:</p> <p>Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities, i.e. we have your consent, we have a legal obligation, to protect your vital interests, to carry out a public task or for our legitimate interests (only available to non-public functions).</p>

<b>5. Who we can share your personal data with</b>	Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with: <ul style="list-style-type: none"><li>● Other CoL departments</li><li>● Law enforcement agencies</li><li>● Housing providers</li><li>● The name of the applicants and the addresses of licensed HMOs are included on a public register as required by the Housing Act 2004.</li></ul>
<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable

## **Air Quality Team**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Employment status</li><li>• Name of employer</li><li>• Job title</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>3. Reasons why we use your personal data</b>	To ensure that the City of London complies with statutory air quality responsibilities and to reduce the impact of poor air quality on public health, including: <ul style="list-style-type: none"><li>• To undertake community engagement to deliver the CoL's Air Quality Strategy.</li><li>• To circulate a regular Air Quality newsletter to subscribers.</li><li>• To run regular idling engine action days with a range of stakeholders, with the support of community volunteers.</li><li>• To develop the 'Business Air Quality Champions' grant scheme, including assessing and approving applications for projects.</li><li>• To review and authorise applications for chimneys under the Clean Air Act 1993.</li><li>• To carry out inspection visits in order to regulate prescribed processes under the Environmental Permitting (England and Wales) Regulations.</li></ul>
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• You have provided explicit consent.</li><li>• It is necessary for the performance of a task carried out in the public interest.</li><li>• It is necessary to comply with a legal obligation.</li></ul>
<b>5. Who we can share your personal data with</b>	Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with consultants or contractors who we appoint to provide the following services on our behalf: <ul style="list-style-type: none"><li>• Idling engine action days;</li><li>• The Business Air Quality Champions grant scheme;</li></ul>

	<ul style="list-style-type: none"><li>• Inspection visits to regulate prescribed processes under the Environmental Permitting (England and Wales) Regulations.</li></ul>
<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary; this depends upon the purpose of the processing.
<b>7. Situations when your personal data might be sent to other countries</b>	The names and email addresses of subscribers are shared with Mailchimp, a company based in the USA, which is used for the electronic distribution of our Air Quality newsletter.

## **Licensing Service**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Employment details</li><li>• Qualification details</li><li>• Visual images/recordings (using hand-held or Body Worn Video cameras)</li><li>• Any other personal information that you provide voluntarily</li></ul>
<b>2. What special category data is collected about you</b>	<ul style="list-style-type: none"><li>• Occasionally, health information if you provide it voluntarily</li><li>• Occasionally, details of criminal convictions</li></ul> Any other special category personal data that you provide voluntarily
<b>3. Reasons why we use your personal data</b>	To provide a Licensing service for the City of London, including the following purposes: <ul style="list-style-type: none"><li>• To process applications for and issue licences/ permissions for activities including: sales of alcohol; regulated entertainment; massage and other special treatments; gambling; street trading; charity collections; small lotteries; sexual entertainment venues; tables and chairs on the public highway and city walkway.</li><li>• To take enforcement action as necessary to ensure compliance with appropriate licensing legislation.</li><li>• To consider representations made in opposition to, or in support of, applications for new licences, or variations to existing licences, to mediate between parties and in statutory arbitration proceedings on referral to an arbitrator. To consider applications for review of current licences.</li><li>• To coordinate, investigate and respond to complaints about licensed premises.</li><li>• To administer the City of London's Late Night Levy Scheme.</li></ul> To administer the City of London's 'Safety Thirst Award' Scheme.
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• It is necessary to comply with a legal obligation.</li><li>• It is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.</li></ul> Special category data: <ul style="list-style-type: none"><li>• You have given your explicit consent.</li><li>• It is necessary for reasons of substantial public interest.</li></ul>

	<ul style="list-style-type: none"> <li>• It is necessary for reasons of public interest in the area of public health.</li> </ul> <p>Criminal convictions: Any data in relation to criminal convictions is processed in the course of the CoL's legitimate activities, i.e. we have your consent, we have a legal obligation, we have a contract with you, to protect your vital interests, to carry out a public task or for our legitimate interests (only available to non-public</p> <ul style="list-style-type: none"> <li>• functions).</li> </ul>
<p><b>5. Who we can share your personal data with</b></p>	<p>Depending upon the purpose of the processing (listed in section 3, above), your personal data could be shared, where necessary and permitted, with:</p> <ul style="list-style-type: none"> <li>• Other City of London departments</li> <li>• City of London Police</li> <li>• Central Government agencies</li> <li>• The licence holder/applicant</li> <li>• The arbitrator and all parties to statutory arbitration proceedings.</li> </ul>
<p><b>6. How long we keep your personal data for</b></p>	<p>We will only retain your personal data while it is relevant and necessary to do so; this depends upon the purpose of the processing.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Not applicable</p>



## **Operational Support Team**

<b>1. What personal data is collected about you</b>	We may collect the following data about you, where relevant to the purpose of the processing: <ul style="list-style-type: none"><li>• Name</li><li>• Personal contact details</li><li>• Family details (in relation to public health funerals only)</li></ul>
<b>2. What special category data is collected about you</b>	None
<b>3. Reasons why we use your personal data</b>	To provide contract funerals under the Public Health (Control of Disease) Act 1984.
<b>4. Why we are allowed to use your personal data</b>	<ul style="list-style-type: none"><li>• It is necessary for compliance with a legal obligation.</li></ul>
<b>5. Who we can share your personal data with</b>	Where necessary and permitted, personal data may be shared with: <ul style="list-style-type: none"><li>• Other CoL Departments</li><li>• The Treasury Office</li></ul>
<b>6. How long we keep your personal data for</b>	We will only retain your personal data while it is relevant and necessary to do so.
<b>7. Situations when your personal data might be sent to other countries</b>	Your personal data would only be transferred to another country if you were based overseas.

## Privacy Notices for Natural Environment Division:

- ANPR and pay on foot Parking at The Commons
- Body Worn Cameras
- Hampstead Heath – Professional Dog Walking
- Hampstead Heath – Swimming Ponds – Accessibility of ponds survey
- Hampstead Heath – Swimming Ponds and Athletics Season Ticket Application
- Hampstead Heath – Swimming Survey summer 2021 season
- Hampstead Heath – Swimming Test

## ANPR and pay on foot Parking at The Commons

<p><b>1. What personal data is collected about you</b></p>	<p>District Enforcement will process personal data on behalf of the City of London following your use of a carpark at Burnham Beeches, Farthing Downs or Riddlesdown.</p> <p>The personal data collected will be as follows:</p> <ul style="list-style-type: none"><li>• Your name and contact details, (only collected for issuing Penalty Charge Notice (PCN) for non-payment)</li><li>• vehicle registration number,</li><li>• CCTV footage,</li><li>• photographs,</li><li>• parking ticket number,</li><li>• financial information to process payments and copies of bank statements (where necessary) to prove payment. (only collected for issuing PCN for non-payment)</li></ul> <p>When dealing with Parking Charge Notice 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><b>2. What special category data is collected about you</b></p>	<p>With regards to special category data District Enforcement will process - Information about/copies of your Blue badge in order to ensure you are exempted from parking charges</p> <p>This information will only be used to confirm your eligibility as exempt and will be deleted once processed.</p> <p>For full details of how District Enforcement Ltd process your data, please visit: <a href="http://www.district-enforcement.co.uk/privacy-policy">www.district-enforcement.co.uk/privacy-policy</a>.</p>

<p><b>3. Reasons why we use your personal data</b></p>	<p>The City of London via District Enforcement use your personal data for the following purposes:</p> <p>To issue and process Parking Charge Notices (PCNs) (send statutory notices, deal with challenges, appeals at tribunal, take payments, etc.)</p> <p>Maintain accurate list of those with exemptions from charges i.e. Blue badge holders/season ticket holders</p>
<p><b>4. Why we are allowed to use your personal data</b></p>	<p>The personal data is processed in accordance with Article 6, 1, (b) of the General Data Protection Regulations (GDPR) 'necessary for the performance of a contract'. Which is entered into when you entered and remained on the car park.</p> <p>Additionally, this data is also processed in accordance with Article 6, 1, (e) 'necessary for the performance of a task carried out in the public interest.' For the purpose of pursuing the driver and/or any other party who may become liable for payment of any fees.</p> <p>Lastly where we collect personal and special category data in regard to any blue badges held, this is processed in accordance with Article, 9, 2 (a), 'consent'. We will request your consent before processing and using any data provided regarding a blue badge.</p>
<p><b>5. Who we can share your personal data with</b></p>	<p>This data is shared between District Enforcement and the City of London only.</p>
<p><b>6. How long we keep your personal data for</b></p>	<p>The District Enforcement privacy policy states that where your data is captured for ANPR it will be retained for a maximum of 30 days where there is no unpaid fee.</p>

	<p>Where there is an unpaid fee the data will be held for sufficient time to enable to fee to be settled, by you or another person and resolve any dispute. However, your data will not normally be held for longer than 6 years in such circumstances. In some circumstances your data may be held for longer than 6 years. Examples of when we may hold your data for longer are;</p> <ol style="list-style-type: none"><li>1. When there is an ongoing dispute which requires us to hold the data for longer than normal.</li><li>2. Where a court order has been made allowing us to pursue outstanding money after the expiration of 6 years</li></ol>
<b>7. Situations when your personal data might be sent to other countries</b>	<p>We can confirm that your data will only be held and processed in the countries within the EEA, in this instance this data will be held within the UK and Republic of Ireland.</p>

## **Body Worn Cameras**

<b>1. What personal data is collected about you</b>	<i>Name, address, date of birth, photographs, cctv footage</i>
<b>2. What special category data is collected about you</b>	<i>Religion or beliefs, race or ethnic origin, Political Opinions, Health, Sexual Orientation</i>
<b>3. Reasons why we use your personal data</b>	<i>Body Worn Video (BWV) will be used for the detection and prevention of crime. Personal data will be used lawfully for the capture of images enabling the enforcement of criminal activity, antisocial behaviour and byelaw breaches.</i>
<b>4. Why we are allowed to use your personal data</b>	<i>Necessary for the performance of a task carried out in the public interest.</i>
<b>5. Who we can share your personal data with</b>	<i>Police Service, other Local Authorities, enforcement agencies</i>
<b>6. How long we keep your personal data for</b>	<i>Data retention, review and disposal will be in line with relevant legislation and current guidance. Where no investigations are necessary, the data will be destroyed no later than 30 days after recording. The retention of evidence which may be subject to a criminal investigation should be justified and be retained for up to six years plus one after the incident has occurred.</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>N/A</i>

## Hampstead Heath – Professional Dog Walking

<b>1. What personal data is collected about you</b>	<i>Name</i>
<b>2. What special category data is collected about you</b>	<i>We can confirm that no special category data will be processed about you</i>
<b>3. Reasons why we use your personal data</b>	<i>We will use your personal data for the purposes of issuing and administering Licences to Professional Dog Walkers operating on Hampstead Heath.</i>  <i>This data will also be used as part of spot check compliance activities on an ad hoc basis</i>
<b>4. Why we are allowed to use your personal data</b>	<i>Personal data used as part of this activity will be processed in accordance with Article 6, 1 (f) of the UK GDPR where we have a legitimate interest.</i>
<b>5. Who we can share your personal data with</b>	<i>It is noted that the personal data provided as part of this activity is unlikely to be shared beyond the City of London.</i>  <i>However, we note that personal data may be shared with relevant third parties, such as the Metropolitan Police or Health and Safety Executive, in the event of an emergency or where it is relevant for the purpose of an investigation that is being undertaken.</i>
<b>6. How long we keep your personal data for</b>	<i>Personal data will be retained for 1 year. Where a Licence is renewed, information will be retained for a further year.</i>  <i>It is noted that the personal data will be securely destroyed and deleted within a year of the Professional Dog Walker resigning their Licence.</i>

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

*We can confirm that all data will be held within the UK.*



## **Hampstead Heath – Swimming Ponds – Accessibility of ponds survey.**

<b>1. What personal data is collected about you</b>	<i>Name, email address, age and gender</i>
<b>2. What special category data is collected about you</b>	<i>Ethnicity, Health data, Religion, Sexual orientation</i>
<b>3. Reasons why we use your personal data</b>	<i>We will use your personal data for the purposed of improving our customer experience and management of the swimming facilities at Hampstead Heath.</i>
<b>4. Why we are allowed to use your personal data</b>	<i>Personal data used as part of this activity will be processed in accordance with Article 6, 1 (f) of the UK GDPR where we have a legitimate interest.</i>  <i>Where you have provided your personal data to receive further communications in relation to Hampstead Heath, this data will be processed in accordance with your consent, Article 6, 1 (a) of the UK GDPR.</i>
<b>5. Who we can share your personal data with</b>	<i>It is noted that the personal data provided as part of this activity is unlikely to be shared beyond the City of London.</i>  <i>However, we note that personal data may be shared with relevant third parties, such as the Metropolitan Police or Health and Safety Executive, in the event of an emergency or where it is relevant for the purpose of an investigation that is being undertaken.</i>
<b>6. How long we keep your personal data for</b>	<i>Personal and special category data provided for this survey will be retained for 6 months.</i>  <i>Where you have provided your personal data for the purpose of receiving further communications, this data will be held until you withdraw your consent</i>

	<i>or notify the City of London that you no longer wish to receive the communication.</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>We can confirm that all data will be held within the UK.</i>

## **Hampstead Heath – Swimming Ponds and Athletics Season Ticket Application.**

<b>1. What personal data is collected about you</b>	<i>Name, address, email address, telephone number (optional), payment details, financial details and gender, proof of age, e.g. Birth Certificate, Passport, Driving Licence.</i>
<b>2. What special category data is collected about you</b>	<i>Special Category data will be collected, e.g. Disabled Living Allowance Form or Disabled Persons Tax Credit.</i>
<b>3. Reasons why we use your personal data</b>	<p><i>The personal data is processed for the purpose of issuing, using and administering arranging a swimming season ticket wristband for the Hampstead Heath Bathing Ponds, the Parliament Hill Fields Lido or the Parliament Hill Fields Athletics Track.</i></p> <p><i>Personal data and special category data will be captured to enable members of the public to apply for a contactless season ticket wristband through an online process.</i></p> <p><i>Each Loylap wristband has a unique number encoded into it, and this number is linked to an individual's account.</i></p>
<b>4. Why we are allowed to use your personal data</b>	<p><i>Any personal data provided is processed in accordance with:</i></p> <ul style="list-style-type: none"><li><i>• your consent (Article 6,1 (a) of the General Data Protection Regulation).</i></li><li><i>• it is necessary for the performance of a contract (Article 6, 1 (b) of the General Data Protection Regulation).</i></li></ul> <p><i>Any special category data that is processed is done so in accordance with:</i></p> <p><i>your consent (Article 9, 2 (a) of the General Data Protection Regulation).</i></p>
<b>5. Who we can share your personal data with</b>	<i>Other Local Authorities, Health Authorities, Government Depts. Loylap.</i>

	<p><i>Personal Data is shared with Loylap for the purposes of uploading data on to a wristband. Please note that the personal data consists of the following: Name, Email, DOB, gender, wristband number.</i></p>
<p><b>6. How long we keep your personal data for</b></p>	<p><i>Your personal data will be held for the length of time for which you continue to hold a season ticket for swimming and athletic activities.</i></p> <p><i>In order to ensure that all data held remains accurate the personal data will be periodically reviewed, to remove any lapsed users.</i></p> <p><i>Any personal data or special category that is no longer required will be erased or anonymised.</i></p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p><i>Where personal data is held by the City of London – Open Spaces department, this data will be held within the UK on our secure servers.</i></p> <p><i>Where personal data is provided to Loylap for the purposes of supplying your season ticket wristband this data is held by Loylap on their secure servers which are managed by Amazon Web Servers (AWS). Amazon AWS is a cloud-based server, and the personal data is only stored in AWS’s Irish data centre, and therefore is based in the EU. We have in place a contract with Loylap which governs the processing of any personal data provided to them.</i></p>

## Hampstead Heath – Swimming Survey summer 2021 season

<b>1. What personal data is collected about you</b>	<i>Name, email address</i>
<b>2. What special category data is collected about you</b>	<i>Ethnicity, Disability,</i>
<b>3. Reasons why we use your personal data</b>	<i>We will use your personal data for the purposed of improving our customer experience and management of the swimming facilities at Hampstead Heath.</i>
<b>4. Why we are allowed to use your personal data</b>	<i>Personal data used as part of this activity will be processed in accordance with Article 6, 1 (f) of the UK GDPR where we have a legitimate interest.</i>
<b>5. Who we can share your personal data with</b>	<i>It is noted that the personal data provided as part of this activity is unlikely to be shared beyond the City of London.</i>
<b>6. How long we keep your personal data for</b>	<i>Personal data will be retained for 6 months.</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>We can confirm that all data will be held within the UK.</i>

## Hampstead Heath – Swimming Test

<b>1. What personal data is collected about you</b>	<i>Children’s data Name Date of Birth</i>
<b>2. What special category data is collected about you</b>	<i>We can confirm that no special category data will be processed about you</i>
<b>3. Reasons why we use your personal data</b>	<i>We will use your personal data for the purposes of issuing and administering Swim Tests at the Hampstead Heath Bathing Ponds.  This data will also be used as part of spot check compliance activities on an ad hoc basis</i>
<b>4. Why we are allowed to use your personal data</b>	<i>Personal data used as part of this activity will be processed in accordance with Article 6, 1 (f) of the UK GDPR where we have a legitimate interest.</i>
<b>5. Who we can share your personal data with</b>	<i>It is noted that the personal data provided as part of this activity is unlikely to be shared beyond the City of London.  However, we note that Personal data may be shared with relevant third parties, such as the Metropolitan Police or Health and Safety Executive, in the event of an emergency or where it is relevant for the purpose of an investigation that is being undertaken.</i>
<b>6. How long we keep your personal data for</b>	<i>Personal Data may be retained for up to 7 years, depending on the age of the child at the time of the test. It is noted that the personal data will be securely destroyed and deleted within a year of the child turning 16 years old and therefore will no longer require a swim test wristband</i>
<b>7. Situations when your personal data might be sent to other countries</b>	<i>We can confirm that all data will be held within the UK.</i>