

# pudding Mill Lane and Bridgewater Consultation – Privacy Notice

## Document Control

<b>Organisation</b>	London Legacy Development Corporation
<b>Date</b>	29 August 2019
<b>Purpose of issue</b>	Consultation with Project Manager and organisations involved in the delivery of the consultation
<b>Title</b>	Pudding Mill Lane and Bridgewater Consultation – Privacy Notice
<b>Description</b>	This Privacy Notice describes the data processing in relation to consultation on Pudding Mill Lane and Bridgewater developments
<b>Location</b>	O:\Departments\Finance & Corporate Services\IT&IS\GDPR\PudMill_Consultation\PM_PN_v0.1.docx
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<b>Distribution</b>	Victoria Thorns
<b>Status</b>	For consultation
<b>Version</b>	v0.1
<b>Protective marking</b>	Not Protectively Marked

## Version Control

Version	Date	Description	Author
v0.1	29 August 2019	Document created	Danny Budzak
v0.2	05 Sept 2019	Final version	

## 1. Introduction

This Privacy Notice describes the types of personal data which will be collected about you as part of the consultation on the development of Pudding Mill Lane and Bridgewater. It describes what data will be collected about, why it is collected, what it is used for and what your rights are.

The processing of your personal data must be done in accordance with data protection legislation including the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. These are the Data Protection Laws.

For the purpose of being compliant with the Data Protection Laws, the London Legacy Development Corporation is the Data Controller and Commonplace, RCKa, Gort Scott and ZCD Architects are the Data Processors.

This Privacy Notice explains what rights you have in relation to your data, and how to contact the Legacy Corporation if you have any questions, comments or complaints.

## 2. Why Personal Data is Being Collected

Your personal data will be collected for a number of reasons. These include:

**Enabling the Legacy Corporation to Contact You** – this is enable the Legacy Corporation can send you newsletters, information about events and updates about the Pudding Mill Lane and Bridgewater Developments

**Making Sure Local People are Involved** – this is to ensure that the consultation is with local people

**Making Sure Your Opinions Are Heard** – the Legacy Corporation wants to be able to ensure that it is listening to what local people are saying.

Don't worry if you don't want to share any data with us – you can also do so anonymously.

## 3. What Personal Data is Being Collected

Name

Email address

Postcode – this can be partial or full

Organisation (if applicable)

Connection with the area

Age group

Gender

Ethnicity

Personal opinions are processed but they are anonymised.

This is described as the 'consultees data'

### **Special Category Data You Provide Directly**

- Ethnicity information.

### **Anonymisation**

Some of the data which is collected about you, for example, ethnicity and disability, will be anonymised as soon as it is collected for the purpose of running reports.

### **Surveillance and Monitoring**

CCTV image [and sound] recording are used in Legacy Corporation venues and facilities to ensure the safety and security of those using them and working there. Your image will be captured on CCTV if you attend an event at one of those facilities or venues.

The data on the cameras records and is over-written unless there is an incident. This data will be retained for the purposes it was collected. The length of retention is described in the retention schedule. which can be obtained from [dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk) or 020 3288 1463.

### **Lawful Basis of the Data Collection**

When processing your personal data, the London Legacy Development Corporation must have a lawful basis to rely on. The relevant lawful basis for the personal data set out above are:

As part of Article 6 (1) of the General Data Protection Regulation there needs to be a lawful basis for the processing of personal data.

As the Legacy Corporation is working to build positive relationships through consultation, it is using definition (a) of Article 6 (1):

'the data subject has given consent to the processing of his or her personal data for one or more specific purposes'

## **How Your Personal Data Will Be Collected**

Your personal data will be collected directly from you through the use of paper and online forms or when you attend an event.

## **4. How Your Personal Data Will be Used**

The LLDC is the Data Controller and has instructed Commonplace, RCKa, Gort Scott and ZCD Architects to process the data.

The data will be used to:

- Enable the Legacy Corporation to contact you
- To ensure that local people are involved in the consultation
- Provide updates about events and projects

## 5. Sharing of Personal Data

Your personal data will not be shared with third parties. It will be processed by Commonplace, RCKa, Gort Scott and ZCD Architects who will give that data to the Legacy Corporation.

Commonplace, RCKa, Gort Scott and ZCD Architects will not use your personal data for their own purposes.

## 6. Storage and Management of Your Personal Data

Your personal data will be stored on the Legacy Corporation IT infrastructure. This is protected by international standards for security of digital data and by technical defences such as firewalls, anti-virus filters and access controls.

Only authorised staff at the Legacy Corporation are able to access your data and they comply with a professional Code of Conduct.

When your personal data is no longer needed, it will be securely destroyed in accordance with our retention policy which is available at [dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk)

## 7. Access to Your Personal Data and Your Rights

The Data Protection Laws give you certain rights in relation to your own personal data. These are outlined below.

**Right of access** – you can ask for copies of the personal data which is held about you

**Right to rectification**– you can ask that data is corrected if need be, and if it is incomplete, to be completed

**Right of erasure (right to be forgotten)** – you can ask that data is deleted and no longer processed if it is no longer necessary to do so

**Right to restriction on processing** – you can ask that data is not processed

**Right to data portability** – you can request a portable version of your personal data

**Right to withdraw consent** – if you have consented to provide personal data – for example, consent for biometric data to be processed, then you can withdraw that consent.

Please note that some of the rights mentioned above are only available to you in certain circumstances and have some limitations. For more information, please visit the Information Commissioner's Office website <https://www.ico.org.uk> or please contact [dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk)

## **8. Changes to the Privacy Policy**

This Privacy Policy may change over time. If there are any significant changes then you will be contacted to inform you. No changes to this policy will be made which will adversely affect your rights as a data subject.

## **9. Contact Details**

If you have any questions about your personal data, or this Privacy Policy, please contact:

Data Protection Officer

[dataprotection@londonlegacy.co.uk](mailto:dataprotection@londonlegacy.co.uk)

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