

## **Privacy Notice for Applications to Trade at St Albans Street Festivals 2021**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information we will collect will vary depending on how you use the Council's Services. We collect personal information you agree to share with us voluntarily so that you can join the St Albans City & District Community Engagement Traders Mailing List [Art.6(1)(a) UK General Data Protection Regulations ("GDPR")]. You will be asked to provide your contact details as well as non-personal information such as your business details and certificates.

### **How will we use the information about you?**

If you complete this form the information you provide will be used to enable you to trade at the Council operated Community Events. We will then use your information to contact you to invite you to complete a form for our future events.

We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud. We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [festivaltraders@stalbans.gov.uk](mailto:festivaltraders@stalbans.gov.uk).

## Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. You can ask us to stop processing your personal information at any time by emailing [festivaltraders@stalbans.gov.uk](mailto:festivaltraders@stalbans.gov.uk).

You have the following rights in respect of the information you have consented to share with us:

- To be forgotten i.e. your details will be deleted
- To have us correct an error
- To have us restrict the way we use the information
- To object to us using the information
- To have your information shared at your request (data portability)

We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

You can find out more about your rights on our website:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

You can also find out more about your rights on the Information Commissioner's website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

## Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE. Alternatively you can contact [festivaltraders@stalbans.gov.uk](mailto:festivaltraders@stalbans.gov.uk) directly.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

## **Consent**

By completing this form, you are giving consent for us to process your personal information for the purposes of outlined above. You have a right to withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

If you withdraw consent, we will stop using your data to contact you about new events. It will not stop you from attending an event where you have already agreed to do so. It will mean we will not contact you about any future new events.