

# Privacy notice – Equality, Diversity & Inclusion Forums

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 that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because you have agreed to share it with us voluntarily. You will be asked to give your consent.

You will be asked to provide the following information: Name, Address, Telephone number, Email address, and the organisation you represent. [Art. 6(1)(a) UK General Data Protection Regulation]. We are collecting personal information so that we can contact you about the relevant forum; Faith and Culture Enterprise (FACE), St Albans and District Access Forum (SADAF), Equality, Diversity and Inclusion Partnership Group, and/or Community Diversity Champions.

You can withdraw your consent at any time by emailing [Equality@stalbans.gov.uk](mailto:Equality@stalbans.gov.uk). Your rights are set out below.

## How will we use the information about you?

If you complete this form, the information you provide will enable the Council to contact you to invite you to the relevant forum, events and meetings. We will use your information to communicate with you about the forums including the agenda, minutes. We will also share relevant content, relating to Equality, Diversity, and Inclusion, which we consider may be of interest to you. Such as, training opportunities, event invitations and surveys.

We will not share the personal information we hold with any external organisations. We may be required to share your personal information with the Police, Internal Audit, 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. To determine how long we should keep information, we consider what the legislation states and what is good practice. 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 [GDPR@stalbans.gov.uk](mailto:GDPR@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.

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.

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](#).

## Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor - Regulatory Team Leader. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling [01727 866100](tel:01727866100) 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.

## 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 submitting this form you are giving consent for us to process your personal information for the purposes 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, you will not receive any communications about the relevant forum/s. Including the Faith and Culture Enterprise (FACE), St Albans and District Access Forum (SADAF), Equality, Diversity and Inclusion Partnership Group, and/or Community Diversity Champions.

I give consent to this processing. Please tick here to give consent.