

Business Mailing List Privacy Notice

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: your name, your contact details and business information [Art.6(1)(a) General Data Protection Regulation]. We are collecting personal information so that we can include your details in the Council's business mailing list, which has been set up for the purposes of providing support to local businesses.

You can withdraw your consent at any time by emailing GDPR@stalbans.gov.uk. Your rights are set out below.

How will we use the information about you?

If you opt-in to the mailing list, the information you provide will be used to enable the Council to contact you in relation to business services, events and to provide information to support businesses. We will use your information for this purpose.

We may share the information with other Council departments who are involved in the delivery of business services. This will be for the same purpose of contacting you in relation to business services, events and to provide information to support businesses.

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 you keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. 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.

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 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.

You can find out more about your individual rights, see [General Data Protection Regulation](#).

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, see [Data Protection Policy](#). We review this policy annually.

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 or calling 01727 866100 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 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 or calling their helpline on 0303 123 1113.

Consent

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.

If you withdraw consent you will not be able to remain on the business mailing list and will not receive mailings from the Council relating to business support, events or relevant information.