

## **PRIVACY NOTICE**

### **GRENFELL TOWER MEMORIAL COMMISSION (SECRETARIAT)**

The Ministry of Housing, Communities & Local Government (MHCLG) provides support to the independent Grenfell Tower Memorial Commission via the Grenfell Memorial Tower Commission Secretariat. This privacy notice explains how MHCLG will use any information we collect about you when you enquire with us about the Grenfell Tower Memorial Commission's work.

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

We collect any relevant information from you, including personal information, when you enquire about the Grenfell Tower Memorial Commission's work.

Personal information collected from you may include the following: your full name, your email address, your phone number, your home address; and any other details regarding your personal circumstances that are relevant to us dealing with your enquiry.

#### **2. How will we use the information we collect about you?**

We will use any information collected about you, including personal information, to enable us to provide an adequate response to your enquiry.

We only ask for information that will enable us to make all reasonable efforts to answer your questions, and provide you with any other information that we think is relevant to providing an adequate response to your enquiry.

We may also use your information to send you updates about the Memorial Commission's work. You can request that we stop sending you these updates at any time by contacting the team's email address as stated in section 8 of this privacy notice.

#### **3. What is the lawful basis that allows us to collect and use information about you?**

You are entitled to be told the lawful basis that allows to collect and use information about you. In our case the relevant lawful basis is Article 6(1)(e) of the UK General Data Protection Regulation. This means that it is legitimate for us to collect and use your information when 'processing 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'.

Our UK GDPR Article 6 (1) (e) lawful basis is further underpinned by Section 8 of the Data Protection Act 2018:

'In Article 6(1) of the UK GDPR (lawfulness of processing), the reference in point (e) to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for—

- (a) the administration of justice,
- (b) the exercise of a function of either House of Parliament,
- (c) the exercise of a function conferred on a person by an enactment or rule of law,
- (d) the exercise of a function of the Crown, a Minister of the Crown or a government department, or
- (e) an activity that supports or promotes democratic engagement.'

The law that allows us to collect and use your 'special category' information - e.g. relevant information about your health - is Article 9(2)(g) of the UK GDPR: 'processing is necessary for reasons of substantial public interest'.

Our UK GDPR Article 9(2)(g) lawful basis is further underpinned by Section 10 and Schedule 1 Part 2 of the Data Protection Act 2018.

The law that allows us to transfer your information outside the UK, and specifically to any country in the European Economic Area or to Switzerland, is UK GDPR Article 45 'Transfers on the basis of an adequacy decision'.

The law that allows us to transfer your information outside the UK, and specifically to any country other than to countries in the EEA or to Switzerland, is UK GDPR Article 46 'Transfers subject to appropriate safeguards'.

#### **4. Will we share the information collected about you with anyone?**

It depends on what you have contacted us about in relation to the Memorial Commission's work. In order to help us adequately address your enquiry, we may need to share some or all of the information we have about you with other government departments or local authorities as necessary.

Sharing of your information may extend to one or more commercial service providers as necessary and which are approved for use by MHCLG's Cyber Security Team.

Sharing of your information may also extend to Memorial Commission representatives' personal email accounts, if you choose to contact them directly about the Memorial Commission's work via the Memorial Commission website's contact form as actioned by your choosing to add the relevant representative's email address to said contact form before submission, in addition to said form being sent to [GTMCSecretariat@communities.gov.uk](mailto:GTMCSecretariat@communities.gov.uk) as per the normal process.

Please be aware that the security of said representatives' personal email accounts has not been assessed for approval by MHCLG's Cyber Security Team.

We may also need to share information we have about you, where necessary, to meet our legal responsibilities.

If we have to share information that we have about you with anyone we will only give them what they need in order to assist you in resolving your enquiry, provide a service you have requested, or to comply with our legal responsibilities. Where possible we will try to remove the details that might identify you personally, unless doing this would make it difficult for you to access the services you have requested.

#### **5. How is the information collected about you stored?**

Information collected about you is stored on a secure government IT system.

The exceptions to the above are:

- you choose to contact us or Memorial Commission representatives or sign up for any additional services via the Commission's website;
  - in which case, your information will also be stored with one or more commercial service providers; this may include international transfer of your data;
  - your information may also be stored in a Commission representative's personal email account (e.g. @gmail.com), if you have chosen to add their name when submitting the website's contact form.

- you give us your opinions regarding the nature of the future Memorial and any related matters via our community engagement events;
  - in which case, your information may also be stored with one or more commercial service providers.

Your information will not be used in any automated decision making.

## **6. How long will we store the information collected about you?**

We will store the information collected about you for as long as necessary to help us adequately address your enquiry; and to help us in resolving any disputes that may arise from you requesting our assistance.

It is anticipated that your information will be stored for no longer than 3 years, however it may occasionally need to be stored for longer as justifiable within the law.

## **7. What are your rights regarding any personal information of yours that we hold?**

The personal information we collect from you is yours, and you have considerable say over what happens to it. You have the right:

- to see what personal information of yours we hold.
- to ask us to stop using your personal information.
- to ask us to delete or correct your personal information in specific circumstances.

## **8. Who should you contact if you have any questions or requests in regard to our processing of your personal information?**

For any questions or requests in regard to our processing of your personal information, you should contact the team at [GTMCSecretariat@communities.gov.uk](mailto:GTMCSecretariat@communities.gov.uk) and they will make all reasonable efforts to provide a satisfactory response to your enquiry.

## **9. How do you make a complaint?**

If you are unhappy with any aspect of this privacy notice, or with how your personal information has been processed, and wish to make a complaint, in the first instance please contact the team at [GTMCSecretariat@communities.gov.uk](mailto:GTMCSecretariat@communities.gov.uk) and all reasonable efforts will be made to provide a satisfactory response to your complaint, including consulting MHCLG's Data Protection Officer as necessary.

If you are not satisfied with our response to your complaint, and think we have not processed your personal information in accordance with the law, you have the right to make a complaint to the Information Commissioner's Office (ICO), which is the UK's independent regulator for data protection matters. You can contact the ICO via their website at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or by phone on 0303 123 1113 (Monday - Friday, 9am to 5pm).