

## **Data Protection: Privacy Notice (Grenfell Tower Memorial Commission)**

The Ministry of Housing, Communities & Local Government (MHCLG) provides support to the independent Grenfell Tower Memorial Commission. This Privacy Notice explains how MHCLG will use any information we collect about you.

### **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.

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

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

We will use your information to send you regular updates about the Grenfell Tower Memorial Commission. You can request that we stop sending you these updates at any time.

We will also use any information collected about you, including personal information, to help you access the services you have asked for and, where possible, to work with you to resolve the issue that you have approached us about.

We only ask for information that we need to enable us to fully answer your questions and provide you with the information that is relevant to your enquiry.

### **3. Which law allows us to use information about you?**

You are entitled to be told what part of the law allows us to use the information about you. In our case we use Article 6(1)(e) of the General Data Protection Regulation. This means that it is necessary for us to collect, use and store your information 'for the performance of a task carried out in the public interest.'

Our 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 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.'

International transfer of your data may take place if you choose to sign up for additional services when you contact us via the Memorial Commission's Website.

In our case, the law that allows us to do this, is GDPR Article 45 'Transfers on the basis of an adequacy decision' in respect of European Union countries, and Article 46 'Transfers subject to appropriate safeguards' in respect of the United States.

#### **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 address your issue we may need to share some or all of the information we have about you with other relevant government departments and agencies, or with relevant local authorities – e.g. Royal Borough of Kensington and Chelsea.

This sharing of your information may also extend to one or more commercial service providers or Grenfell Tower Memorial Commission representatives, if you choose to contact us via the Grenfell Tower Memorial Commission's website contact form. You can unsubscribe from services requested via the contact form at any time by contacting the email address or phone number stated on the contact form page.

We may also need to share information we have about you, where necessary, to meet our legal responsibilities, for example to ensure that we have complied with our requirements to co-operate with the Grenfell Public Inquiry.

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, 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 exception to the above is:

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

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

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

We will keep information collected about you for as long as necessary to help you access the services you have approached us about; and to help us in resolving any disputes that may arise from you requesting our assistance.

It is anticipated that your information will be retained for no longer than 2 years.

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

The personal information we are collecting 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, and depending on the nature of your enquiry, in the first instance you should contact the Grenfell Tower Memorial Commission team at [GTMCSecretariat@communities.gov.uk](mailto:GTMCSecretariat@communities.gov.uk) If you require further assistance, you can also contact MHCLG's Data Protection team at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

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

If you're unhappy with any aspect of this privacy notice, or with how your personal information is being processed, and wish to make a complaint, please contact our Data Protection Officer at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk) If you think we are not handling your personal information fairly or in accordance with the law, you also 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 telephone on 0303 123 1113.