Privacy Notice

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

This privacy notice relates to our functions relating to the Pride in Place Little Ilford programme, including community engagement, recruitment of a Neighbourhood Board and Chair, and development of a local Pride in Place Plan. It provides additional information that specifically relates to this service, and should be read together with our general privacy notice, which provides more detail.

What data do we collect

We may collect the following personal data:

- Name
- Contact details (email address, phone number)
- Address and/or postcode
- Organisational role/affiliation (for stakeholders)
- Responses to engagement activities, surveys or application forms
- Images or video (where consent has been given)

We may also collect optional information such as equalities monitoring data (e.g. ethnicity), This information is provided voluntarily and will be used primarily in aggregated and anonymised form to support inclusive and representative engagement.

Why we collect your data

We collect your data to:

- Deliver community engagement activities in Little Ilford
- Enable you to participate in shaping local priorities
- Manage expressions of interest, applications and recruitment for the Neighbourhood Board and Chair
- Communicate with you about engagement activities and the programme
- Monitor participation to ensure inclusive and representative engagement
- Develop the Pride in Place neighbourhood plan

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is:

- Article 6 (a) Consent: where you choose to take part in engagement activities, sign up for updates, or provide optional information (such as equalities data or images). You can withdraw your consent at any time.
- Article 6 (b) Contract: where processing is necessary to support arrangements with individuals who are appointed as Neighbourhood Board members or the Chair.
- Article 6 (e) Public task: where processing is necessary for the Council to carry out its official functions, including delivering community engagement, regeneration and neighbourhood planning activity.

- Article 9 (a) explicit consent where we collect your personal sensitive information, for example your equalities monitoring data

The relevant legislation is: Local Government Act 200, Section 2, Localism Act 2011, Section 1, Levelling Up & Regeneration Act 2023

How we use your data

We will use your data to:

- Contact you about Pride in Place activities and opportunities
- Manage and administer engagement activities, including events and workshops
- Process applications for the Neighbourhood Board and Chair roles
- Analyse feedback and participation to inform the Pride in Place Plan
- Report on engagement activity in an anonymised and aggregated way

Who we will share your data with

We may share your data with:

- Urban Symbiotics (AVE O Group Ltd), who are commissioned to support delivery of engagement and board recruitment on behalf of LBN
- Relevant London Borough of Newham services involved in delivery of the programme; Place making, Resident Engagement & Participation, Communications.

We will only share your data where necessary and in line with data protection legislation. Your data will not be shared for marketing or unrelated purposes.

How long we will keep your data

We will keep your data safe and secure for up to 6 year(s), in line with the Council's retention schedule. After this time, it will be securely deleted or destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at Your rights – Processing personal data privacy notice – Newham Council or at For the public | ICO If you have any queries or concerns relating to data protection matters, please email: **dpo@newham.gov.uk**