

Privacy Notice for Disability Unit Mailing List

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

Purpose

The purpose for which we are processing your personal data is to operate our mailing list. We use this list to ensure that we send relevant information about our activities or government policy to interested individuals.

The data

We will process the following personal data: name, email address, organisation and job role. Our mailing list management supplier will also collect on our behalf information about which emails are opened, which links are clicked, IP address and your inferred geographic location.

Legal basis of processing

The legal basis for processing your personal data is it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller. In this case that is the Disability Unit's role in promoting disability awareness and equality.

Recipients

Your personal data will be shared by us with our IT supplier that provides mailing list management services.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors who provide email, and document management and storage services.

Retention

Your personal data will be kept by us for as long as you wish to receive our emails. You can opt out at any time by contacting the team at ducitizenspace@cabinetoffice.gov.uk.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You may have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data.

INTERNATIONAL TRANSFERS

As your personal data is stored on our IT infrastructure, and shared with our data processors, it may be transferred and stored securely outside the UK. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

CONTACT DETAILS

The data controller for your personal data is the Cabinet Office. The contact details for the data controller are: Cabinet Office, 70 Whitehall, London, SW1A 2AS, or 0207 276 1234, or publiccorrespondence@cabinetoffice.gov.uk.

The contact details for the data controller's Data Protection Officer are: Stephen Jones, Data Protection Officer, Cabinet Office, Room 405, 70 Whitehall, London, SW1A 2AS, or dpo@cabinetoffice.gov.uk.

The Data Protection Officer provides independent advice and monitoring of Cabinet Office's use of personal information.

COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or 0303 123 1113, or casework@ico.org.uk. Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.