



## The Green Book Network Mailing List: Privacy Notice

This notice sets out how personal data provided to us for the purpose of The Green Book Network Mailing List will be used and explains your relevant rights under the UK General Data Protection Regulation (UK GDPR). For the purposes of the UK GDPR, HM Treasury is the data controller for the personal data you provide for this service.

### Data subjects

Identifiable individuals signing up for the Green Book Network Mailing List.

### Personal data

Personal data required for this activity:

- Full name
- Email address
- Profession
- Sector
- Regional location

### How we use your personal data

We will use these personal data to email you details of upcoming events, training and other information of interest about The Green Book and The Green Book Network.

### Our lawful basis for processing your personal data

The lawful basis we are relying on to process your personal data is Article 6(1)(e) of the UK GDPR; it is necessary for the performance of a task we are carrying out in the public interest.

### Who will have access to your personal data

This service is managed on HM Treasury's behalf by Granicus, a provider of email marketing services to HM Government. More information about Granicus can be found on their website at: <https://granicus.uk/solution/govdelivery/>.

When your personal data is made available to HM Treasury, it will only be available to officials who have a business need to see it for the purposes of this service.

### How long we hold your personal data

You can unsubscribe from The Green Book Network Mailing List at any time and your personal data will only be kept in an identifiable form for as long as you are signed up to this service.

## Contacting us

For more information on The Green Book and how we use your personal data for this service, please contact us at: [GreenBook@hmtreasury.gov.uk](mailto:GreenBook@hmtreasury.gov.uk).

## Your data protection rights

You have the right to:

- ask us how we process your personal data and request a copy of it
- object to our processing of your personal data
- request that any inaccuracies in your personal data are rectified without delay
- request that your personal data are erased if there is no longer a justification for them to be processed
- complain to the Information Commissioner's Office if you are unhappy with the way in which we have processed your personal data

A full list of your data protection rights appears on the ICO website [here](#).

## How to submit a data subject access request (DSAR)

To request access to your personal data that HM Treasury holds, please email: [dsar@hmtreasury.gov.uk](mailto:dsar@hmtreasury.gov.uk).

## Complaints

If you have concerns about our use of your personal data, please contact Treasury's Data Protection Officer (DPO) in the first instance at: [privacy@hmtreasury.gov.uk](mailto:privacy@hmtreasury.gov.uk).

If we are unable to address your concerns to your satisfaction, you can make a complaint to the Information Commissioner at [casework@ico.org.uk](mailto:casework@ico.org.uk) or via this website: <https://ico.org.uk/make-a-complaint>.

HM Treasury  
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