

Privacy Notice for Building a Better Harrow emails

Purpose for processing your information

Your information will be incorporated into our database of contacts that would like to receive updates on our Building a Better Harrow programme for modern homes, new offices, shops and public spaces in Harrow and Wealdstone.

We collect the following information:

Name and Email address

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information

We collect information in a number of ways, for example, by letter, email, face-to-face, telephone, online forms etc. In line with new laws regarding data protection we will ensure you have full control over what you receive with the option to unsubscribe should you wish to do so.

Who the information is shared with

Your information will not be shared with any 3rd parties.

How long do we keep your information?

Your contact details will be kept on file for the purpose of e-communications moving forward however there will be options to unsubscribe on the emails you receive or you can email regeneration@harrow.gov.uk to request your details be removed from our e-database.

Your rights and access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request visit our [request page](#).

If you have any concerns

Please contact us if you would like to know more about the information we hold about you and how we use it communications@harrow.gov.uk

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints page](#).

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can report a concern by visiting the [ICO website](#).

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.