

# Privacy Notice for Civic Office

## Service description

Canterbury City Council's Civic Office supports the Mayor and civic events.

## Processing activity

The purposes for which your data will be used:

- Organising civic events
- Informing and inviting people to civic events
- Recording attendance at civic events

## Information requirements

This information may include:

- Name, address, phone number, email address, signature, photos

## Lawful bases

Our lawful bases for processing your personal information are:

- Consent

## Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#)..

## Data Processors

N/A

## Data sharing

We may rely on a number of exemptions, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

## Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at [www.canterbury.gov.uk/privacy](http://www.canterbury.gov.uk/privacy) for further details of how we process your personal information and your rights.