**Privacy Notice for external contact information**

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 so that we can communicate with you.

The personal information is processed for the purpose of making contact with individuals for the following business purposes:

* making contact with suppliers about services actually or prospectively provided by them (for example, personal information about contact persons at suppliers we use, or about suppliers we may choose to use for occasional tasks)
* making contact with individuals to inform them, or seek their views, about departmental policies or proposals, outside of a formal consultation process (for example, contact details for people in charities or representative bodies)
* making contact with customers or clients about services provided to them by the Cabinet Office or its agencies
* making contact with officials in other departments or public bodies (including other governments) to discuss policy proposals or development, communications activity, or operational matters

**The data**

We will process the following personal data:

* your name
* address
* email address
* job title
* phone number
* signature
* employer

Where we have consulted you for your views, the information may include your opinions.

**Legal basis of processing**

The legal basis for processing your personal data is that processing 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. The task is the development of BCE policy, or the management of the BCE.

**Recipients**

Your personal data will be shared by us with officials in other public bodies. This would be to assist in the development of policy, or for operational reasons.

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 the purposes of contacting individuals in particular roles, and once they leave those roles the information will be updated and or deleted. This should take place at least once a year.

**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
* request that any inaccuracies in your personal data are rectified without delay
* request that any incomplete personal data are completed, including by means of a supplementary statement
* request that your personal data are erased if there is no longer a justification for them to be processed
* in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
* object to the processing of your personal data where it is processed for direct marketing purposes
* 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 European Union. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

**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

Telephone: 0303 123 1113

Email: casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

**Contact details**

The data controller for your personal data is the Boundary Commission for England, 1 Horse Guards Road (Room 3.26), London, SW1A 2HQ, or 020 7276 1102, or information@boundarycommissionengland.gov.uk.

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

The Data Protection Officer provides independent advice and monitoring of BCE’s use of personal information.