



Racial Harassment: Incident / Diary Sheet

PRIVACY NOTICE

Why are we asking for your personal information?

We will use the information you have supplied to contact you about your report.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the [Council's Retention Policy on the website](#).

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Cambridge City Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Council's [Privacy Notice page](#) on the website. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01223 457000.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

REFERENCE NUMBER

(If this is an update to an existing case, please provide the reference number given to you, otherwise leave blank)

ABOUT YOU

Full name

Full address (including postcode)

Contact phone number and/or email address

DETAILS OF THE INCIDENTS

Date and time	Location	Explain what happened (in detail, including any swear words used)

Date and time	Location	Explain what happened (in detail, including any swear words used)

Date and time	Location	Explain what happened (in detail, including any swear words used)

YOUR DECLARATION AND SIGNATURE

I believe that the information I have given above is a true description of what I saw and/or heard

Signed

Date

When this form is completed, please scan and email it to community.safety@cambridge.gov.uk

OR alternatively post to:

Community Safety Team

Cambridge City Council

PO Box 700

Cambridge

CB1 0JH