

Landlord Services Privacy Notice

27-08-2019

Introduction

This privacy notice explains how the Council uses your data to manage its property portfolio.

What personal data do we use?

- Name and Contact Details
- Address
- Other ID numbers
- Business Activities
- Licences and permits held
- Emergency contacts

What types of special category personal data do we need from you?

- Advocacy details
- Social care support outcomes
- Physical and mental health details

Why do we use your data?

- For service delivery
- For service planning, training and improvement
- To prevent and detect crime or fraud

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal basis for processing your special category personal data is that it is for reasons of substantial public interest, and/or because we have your explicit consent.

What will happen if you do not provide or we cannot obtain the data needed?

- We could not manage our property estate effectively.

Who may we share your data with or receive it from?

- Courts
- Credit reference agencies
- Financial organisations
- External advisors or consultants
- Other publicly available sources

Does the service make decisions using fully automated processes?

No.

The Remainder of this Privacy Notice, as it will appear on the Council's Public Website is standard for all services and can be found at Appendix A

Who will be using your data?

Nottinghamshire County Council will process your data and we may also contract third parties to process your data on our behalf.

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What rights do you have over this use of your data?

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

Contact the Data Protection Officer:

If you have any concerns about how the Council is using your data you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Or email: DPO@nottsc.gov.uk

Please see the County Council's privacy statement for further information:
<http://www.nottinghamshire.gov.uk/global-content/privacy>

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at

Wycliffe House
Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk