

## **Data Privacy Notice – Property Development Team**

### **The identity and contact details of the company**

**Reading Borough Council – Property Development Team Bridge Street Reading**

### **Contact details of the Data Protection Officer**

*Ricky.gill@reading.gov.uk*

### **What Personal Data is held?**

**Name, Address, DOB, Bank Details, Email Address, Telephone Numbers, OT assessments. Basic Medical Details.**

### **How will the data be stored?**

*On secure encrypted laptops and systems. Paper Copies are stored in locked cabinets.*

### **What is the legal basis for the collection, use and storage of the data?**

**The data if required for the following activities:**

- **Housing Decants - Necessary for performance of public interest task in exercise of official legal duty under Housing Act**
- **Planning Consultations to deliver capital schemes- Necessary for performance of public interest task in exercise of official legal duty Town and Country Planning Act.**
- **Correspondence from interested parties requesting information regarding capital schemes. Necessary for performance of public interest task in exercise of official legal duty.**

**Give details of how long the data will be stored and criteria used to determine this?**

<b>All records relating to the provision and management of affordable housing</b>	<b>Retain from end of tenancy for 6 years.</b>	<b>Destroy</b>	<b>Limitation Act 1980 S.2</b>
<b>All records relating to the demolition and redevelopment of site including the rehousing of current tenants</b>	<b>Retain from completion of the redevelopment of the site for 6 years</b>	<b>Destroy</b>	<b>Limitation Act 1980 S.2</b>
<b>Information about housing associations in the borough</b>	<b>Retain from year records created for 6 years</b>	<b>Destroy</b>	<b>Limitation Act 1980 S.2</b>
<b>All records relating to the demolition of property and the offer to tenants of alternative accommodation</b>	<b>Retain from end of tenancy for 6 years</b>	<b>Destroy</b>	<b>Limitation Act 1980 S.2</b>
<b>All records relating to advice and support given to tenants when the property is demolished</b>	<b>Retain from end of tenancy for 6 years</b>	<b>Destroy</b>	<b>Limitation Act 1980 S.2</b>

**Who will it be shared with and for what purpose?**

- **Dee Park Partnership – to share comments relating planning consultations. To ensure complaints and queries are resolved by the Regeneration Team and to ensure better performance.**
- **Decantees are appropriately housed within the development.**
- **Contractors various –to share comments relating to planning consultations. To ensure any complaints or queries are resolved by the Contractor and to ensure better performance .**
- **Occupation therapists to ensure houses are adapted to meet the needs of the resident.**
- **The information will be shared internally for the better performance and efficiency of Council services**

**How can the service user get access to it?**

Subject Access Request can be made by following the link: [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

**State whether any data is to be transferred outside the EU?**

*We will not transfer any data outside of the EU*

**Is processing based on consent?**

*The right to withdraw consent at any time needs to be communicated*

*You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:*

- It is no longer needed for the reason why it was collected in the first place*
- You have removed your consent for us to use your information and we do not have to keep your information for legal reasons*

*If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.*

*We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.*

**What other rights does the service user have that we have to make known to them?**

*The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO)*

**State if there will be any automated decision making**

**NO we will not make any automated decision making**