



# HILLINGDON

LONDON

## DATA PROTECTION PRIVACY NOTICE FOR PRIVATE SECTOR HOUSING

### Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service -Private Sector Housing. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### What personal data do we hold

The types of personal data we process may include information such as:

- personal details such as name (including previous name), address, date of birth, telephone number, email address, National insurance number, evidence of entitlement to work in the UK and payment information
- Details of landlord or managing agent, including their name and address
- The names of other occupiers of that address

### Where we obtain data from

In order to carry out our functions, we obtain and process data from you and from other sources including:

- Enquiries and complaints made to the Private Sector Housing Team.
- Applications made for Houses in Multiple Occupation

- The issuing of fixed penalty notices and other legal notices for the enforcement of environmental, housing contraventions and other associated investigation/enforcement purposes.

We may receive information from the following:

Residents and Businesses  
 Applicants for HMO licences  
 The Police  
 London Fire Brigade  
 Other Local Authorities  
 Home Office  
 HM Revenue and Customs  
 The Ministry of Housing, Communities and Local Government  
 The Greater London Authority  
 Responsible Persons (as defined by Housing Act 2004)  
 Elected Members of the Council  
 Disclosure and Barring Service (DBS)

**What is our purpose for processing your personal data**

The main purposes for which we may process your personal information include:

- The processing of licensing applications (including inspections / advisory visits)
- The processing of payments in relation to licensing functions, fines and statutory notices
- To investigate relevant complaints or enquiries
- To carry out pro-active enforcement activities to ensure compliance
- To allow us to communicate and provide relevant information in relation to licensing and changes in legislation
- To keep a public register in relation to the licences we have issued
- For the prevention and/or detection of fraud and/or crime

if we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

**What is the legal basis for our use of your personal data**

- We need it to comply with a legal obligation
- We need it to perform a task in the public interest or in the exercise of public authority
- The Council will be processing criminal offence data in an official capacity

**What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

### **Organisations that we may share your personal data with**

Typically the organisations we share your data with include:

- The Police
- London Fire Brigade
- Other Local Authorities
- Home Office
- HM Revenue and Customs
- Other organisations, where the disclosure is necessary for the purposes of the prevention and/or detection of crime
- The Ministry of Housing, Communities and Local Government
- The Greater London Authority
- Responsible Persons (as defined by Housing Act 2004)
- Elected Members of the Council
- Disclosure and Barring Service (DBS)

### **Internal Sharing of data**

We may share some of your data with other services within the London Borough of Hillingdon. Common examples include:

- Debt Collection
- Housing Preventions
- Planning Services
- Anti-Social Behaviour
- Building Control
- Appeals and Complaints

Each of these services (where required) has a privacy notice detailing the legal basis on which they processing the data.

### **What happened if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

### **What happens if your personal data is subject to automated decision-making including profiling**

We will inform you of the existence of this as well as the significance and the envisaged consequences of such processing for yourself.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Anju Sidhu. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

### **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

### **Contacting us**

Please contact Anju Sidhu, Private Sector Housing Manager, for further information. The contact details are as follows:

**The Private Sector Housing**

Civic Centre

High Street

Uxbridge UB8 1UW

E-mail: [privatesectorhousing@hillingdon.gov.uk](mailto:privatesectorhousing@hillingdon.gov.uk) Telephone: 01895 277581

**Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer

Civic Centre, High Street,

Uxbridge UB8 1UW

E-mail: [gegan2@hillingdon.gov.uk](mailto:gegan2@hillingdon.gov.uk) Telephone: 01895 277602

