



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR PROGRAMME & ASSET MANAGEMENT TEAM

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, Statutory Compliance. 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 which can be found on its website at: www.hillingdon.gov.uk/privacy

What personal data do we hold

The types of data we hold and process will typically include:
Tenancy details for household including name, address, DOB, gender, contact telephone numbers, Email address, key safe numbers & bank details where appropriate.

What is our purpose for processing your personal data

The Council's partner contractors to make contact with tenants to carry out statutory safety checks, i.e., Gas & Boiler Replacements, Electric (including Portable Appliance Testing), Asbestos, Fire & Water and service and maintain Adapted Baths, Adapted Toilets, CCTV, Door Entry, Gates & Barriers, Dry Risers, Stair Lifts & Hoists, Passenger Lifts Lightning Protection, Booster & Sewage Pumps, Communal TV Aerials, Ventilation Systems, Washing Machines & Tumble Dryers and Solar PV / Air Source Heat Pumps to ensure that LBH is a compliant landlord

'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 in order to perform a contract between the Council and yourself
- We need it to comply with a legal obligation

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.

Records will be retained and destroyed in line with the Council's Document Retention & Destruction Policy - May 2018.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

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 or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Gary Penticost. 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.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

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 Gary Penticost for further information

Head of Engineering & Repairs

2E/10, Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: gpenticost@hillingdon.gov.uk Telephone: 01895 558123

Statutory Data Protection Officer

You may also contact our data protection officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer

Data Protection Officer

Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: ralagh@hillingdon.gov.uk Telephone: 01895 250617