Privacy Notice for Selective Licensing Consultation survey

Nottingham City Council
Information Compliance

Service Area: Community Protection / Safer Housing
Directorate: Resident Services / Growth and City Development
PN-262

June 2022

The **Selective Licensing Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes **using your survey responses to prepare a report which will contribute towards decision making in relation to the proposed scheme of selective licensing, which aims to improve the quality of private rented houses within specified areas of the city.**

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to **your name and contact details**.

The information we process about you may also include the following special categories of personal data if you choose to provide it in your survey response:

- Race or Ethnic origin
- Political opinions
- Physical or mental health

Lawful basis for processing

The basis under which we use your personal information for these purposes is under Article 6 (1) e) of the UK GDPR; that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. This is a result of the powers or duties contained in Part 3 of **the Housing Act 2004 and in particular s.80 of the Housing Act 2004.**

The condition under which we process special categories of personal data is that such use is necessary for reasons of substantial public interest under Article 9 (g) and Schedule 2 Part 1 Paragraph 6 for statutory and government purposes and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with: **Nottinghamshire Police, Nottingham City Homes, and Nottinghamshire Fire and Rescue Service.**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at http://www.nottinghamcity.gov.uk/privacy-statement/. The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data we might not be able to use your survey comments towards the consultation report. As this survey and any data you provide is voluntary, you can withdraw your consent for us processing your personal data. You can do this by contacting selective.licensing@nottinghamcity.gov.uk.

How long will the Council retain the data for?

The information that you have provided will be kept for **6 years** **http://ims.nottinghamcity.gov.uk/iar/InformationAssets/Details/240.** The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website https://geoserver.nottinghamcity.gov.uk/information-asset-register/

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:
Loxley House,
Station Street,
Nottingham,
NG2 3NG
or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at https://www.nottinghamcity.gov.uk/privacy-statement .