

Milton Keynes Council Private Sector Housing Privacy Notice

This Private Sector Housing Notice works in conjunction with Milton Keynes Council's Corporate Privacy Notice – for further information about this, please visit www.milton-keynes.gov.uk/privacy.

Everything we do with information about our customers and their families has to comply with Data Protection Act and the General Data Protection Regulation (GDPR) that comes into force in May 2018.

If anything in this notice is not clear, or if you have further queries, please get in contact with the Private Sector Housing Team on 01908 252664 or via email privatesectorhousing@milton-keynes.gov.uk. To make a complaint please contact the Data Protection Officer using the details at the end of this notice

Why the Council needs information about you

The Private Sector Housing team collects information about you in the interests of public safety, addressing hazards identified in private rented accommodation and houses in multiple occupation (HMO), managing the HMO licensing scheme and flexible home improvement loans and work carried out in relation to empty homes.

The Council has a legal basis for processing and collecting your information under the Housing Act 1985, the Housing Act 2004, the Housing and Planning Act 2016 and the Flexible Home Improvement Loan Scheme.

The processing is necessary for this reason:

The processing is necessary for the Private Sector Housing team to perform tasks in the public interest and in undertaking our official functions. These functions have a clear basis in law.

What do we use your information for

Personal information that you supply to us may be used in a number of ways, for example:

- To assist with investigating hazards identified in privately rented housing and HMO accommodation
- To administer the flexible home improvement loan scheme
- To manage the HMO licensing scheme
- To record complaints
- To understand what support needs you have
- To prevent fraud
- For audit
- For statistical analysis

We will share your information with other services. Other services and agencies will include, other departments within the Council, government departments, the Home Office, the Police, Bucks Fire and Rescue.

How long we keep hold of information for

Your information will be kept safe and confidential and handled with care in accordance with the law.

The Council will keep your information for a maximum of seven years.

We will only use your information within the terms of data protection laws, and will delete your information securely and only keep it for as long as necessary. The Council will review dates for keeping personal data in the future and if necessary update this Privacy Notice.

What rights you have

You have various rights around the data we hold about you.

- Right of access (to receive a copy of your personal data)
- Right to rectification (to request data is corrected inaccurate)
- Right to erasure (to request that data is deleted)
- Right to restrict processing (to request we don't use your data in a certain way)
- Right to data portability (in some cases, you can ask to receive a copy of your data in a commonly-used electronic format so that it can be given to someone else)
- Right to object (generally to make a complaint about any aspect of our use of your data)
- Right to have explained if there will be any automated decision-making, including profiling, based on your data and for the logic behind this to be explained to you.

Any such request can be submitted to the Data Protection Officer. Whether we can agree to your request will depend on the specific circumstances and if we cannot then we will explain the reasons why.

If you are unhappy with any aspect of how your information has been collected and/or used, you can make a complaint to the Data Protection Officer. You can also report concerns to the national regulator, the Information Commissioner's Office. Their details can be found on their website:

<https://ico.org.uk/concerns/handling/>

Data Protection Officer Contact Details

Email: data.protection@milton-keynes.gov.uk

Tel. No: 01908 254767

Post: Data Protection, Milton Keynes Council, 1 Saxon Gate East, Central Milton Keynes, MK9 3HS