

## **Your Personal Data: Corporate Estates and Facilities - Facilities**

### **What we need**

Mid Sussex District Council will be what is known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, health details, phone numbers and email addresses.

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the General Data Processing Regulation (GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will be used for:

- To effectively manage buildings for safety reasons
- To log repair work
- To set staff and visitors up with security passes to get in and out of buildings/car parks
- To pay contractors for work they have been contracted to complete
- For flooding and drainage related purposes.

### **What we do with it**

All the personal data is processed by our staff in the UK, on servers located in the UK. No third parties have access to your personal data unless the law allows them to do so. In processing your data, we may also share it with internal teams such as Landscapes, Anti-Social Behaviour, Legal, Waste, Environmental Health, Wellbeing, Finance and other Flood Risk Management Authorities for the purpose of working together to assist you. We may share some tenant data, for example name and address, with our contractors if repairs/maintenance have to be carried out at a property.

### **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. Depending on the data, we will hold your data for between 4-6 years.

## **What are your rights?**

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some or all of your personal data please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email [foi@midsussex.gov.uk](mailto:foi@midsussex.gov.uk) or write to  
Data Protection Officer  
Digital & Technology  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath, RH16 1SS

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