

## **Your Personal Data: Housing Enabling**

### **What we need**

Mid Sussex District Council will be what's 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, current address, address history, e-mail details, bank details, income details, debt issues, health details,

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the UK General Data Processing Regulation (UK 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 only be used for:

- housing & site management purposes
- the prioritisation and allocation of shared ownership units
- to help bring back empty properties into use
- to meet statutory requirements.

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

All personal data is processed by our staff in the UK located on servers located within 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 share relevant information with other relevant departments within the Council and other agencies with your consent and also with MHCLG to meet statutory return requirements

### **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. We will keep data about shared ownership applications for up to 12 months after allocation and empty property owners for one year after a case is closed.

### **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 [dataprotection@midsussex.gov.uk](mailto:dataprotection@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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