

Your Personal Data: Corporate Estates & Facilities

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, address, bank details, health details etc. related to estates and facilities.

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

- Dealing with enquiries regarding Mid Sussex District Council's land and properties
- Managing Mid Sussex District Council's occupation and use of third party property
- Managing third party use and occupation of Mid Sussex District Council's property
- Ensuring the security of Mid Sussex District Council's property
- Effecting suitable insurance cover and risk management

Where necessary, we may also use data collected to monitor and improve the Council's performance.

What we do with it

All the personal data we process is processed by our staff 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 managing agents, maintenance companies and other teams internally within Mid Sussex District Council when necessary. This will include the Legal, Finance and Facilities Teams.

How long we keep it

The Council has a data retention schedule and the various service areas all have differing lengths of time they are required to keep data. In some cases, such as planning applications, this may be for a lifetime, but for other information e.g. correspondence this may only have a 2 year retention period. The retention of data within the Estates and Facilities Team varies, see below schedule for details:

Data	Retention period
Leases, licences and related deeds	6 years after termination of lease/licence
Asset valuations	permanent
Investment properties	permanent
Contact details contained in correspondence in hard-copy property files and electronic property files, invoicing information on Tenants on our electronic finance system 'Financials Web'	6 + current year
Licensing data	5 years
Referencing checks on residential Tenants	2 years after the Tenant has vacated
Temporary licences	6 months after the Tenant has left the site
Contact details for those who have expressed interest in purchasing MSDC owned property/land	2 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 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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