

## Data Protection Privacy Notice

Service: Housing  
Team: Landlord Services  
Processing activity: Enforcing conditions of tenancy agreement

### The Data Controller

East Devon District Council's Housing Service  
Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.  
Contactable by emailing [estatemangement@eastdevon.gov.uk](mailto:estatemangement@eastdevon.gov.uk) or by calling 01404 515616.

### The Data Controller's Representative

John Golding: Strategic Lead, Housing, Health and Environment  
Contactable by emailing [jgolding@eastdevon.gov.uk](mailto:jgolding@eastdevon.gov.uk) or by calling 01404 515616.

### The Data Protection Officer

Henry Gordon Lennox  
Contactable by emailing [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or by calling 01395 517401.

### Obtaining your personal information

Information will have been provided by you, as a tenant of the council. Information about you as a prospective tenant or household member may also be provided to us by our Housing Allocations team during the allocation process.

Information about alleged offences may also be provided to us by our Environmental Health Service and we may also receive information from external agencies including Devon County Council, Police, Probation Service, Solicitors, Citizen's Advice Bureau, employers, schools, Department of Work and Pensions and NHS care providers.

We may process special category data relating to your health or disability and this information will have been provided by you and only processed with your consent.

### Use of your personal information

We are using your personal information for the purpose of managing and enforcing the conditions of a tenancy agreement and on the basis of our contractual relationship with you – through your tenancy agreement – and legal obligation and public task through our responsibilities under Housing and Homelessness legislation. We also have a legitimate interest in knowing who is living in our property as part of your wider household in order that we can ensure that your property is adequate for your household's needs and to ensure that the local community will have quiet enjoyment of their homes.

### Who will receive or see my personal information?

Your personal information will be available to be seen by those within the relevant service, including our Housing Options and Allocations Teams, and within support services (such as the Legal and Finance Teams and third party payment handler) where necessary to carry out the purpose and will be provided to the following;

Information about you and your household, including relating to breaches of tenancy, potential eviction proceedings and alleged offences, may be shared with our Revenues and Benefits, Environmental Health, Community Safety, Housing Options and Allocations teams for homelessness prevention purposes and to ensure we manage any risk posed to other individuals within the community to whom we owe a housing duty

Externally, we may share information about you and your household with other local authorities, Police, Probation Service, Solicitors, Citizen's Advice Bureau, schools, employers and care providers for the purpose of multi-agency working.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

## **Retention**

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

## **Transferring personal information outside of the EU**

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

## **Your rights**

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

Because we are using your information on the basis of contract, legal obligation and public task then you also have the following rights in respect of how we use your personal information;

Contract – you have the right to data portability.

Legal obligation – you have the right to restrict processing.

Public task – you have the right to object and right to restrict processing.

Legitimate interest – you have the right to object and to restrict processing and to request the erasure of your data

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

## **Complaints**

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk) or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)