

Privacy Notice

Gedling Borough Council respects your privacy and is committed to protecting your personal data. This privacy notice explains how we will look after the personal data you may disclose to us.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

The Data Controller

Gedling Borough Council is the Data Controller for any personal data you give to us. Our full details are:

Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

Telephone: 0115 901 3901

Email: enquiries@gedling.gov.uk

Data Protection Officer

You can contact the Council's Data Protection Officer at the above address or by email to dataprotectionofficer@gedling.gov.uk

What Personal Data We Collect

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes billing address, delivery address, email address and telephone numbers.
- **Profile Data** includes your username and password, and preferences.
- **Usage Data** includes information about how you use our website, products and services.
- **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).

What We Do With Your Personal Data

We will use your personal data to:

- Create a household account to allow you to access South Nottingham Home search. In doing so this will allow you to access help and advice services. This is a task carried out by the Council in the public interest. (Public Task)

- Facilitate your request to join the housing register and allow you to bid on available properties. A task carried out by the Council in the public interest. (Public Task)
- Contact you with regard to any matter relating to or arising from your entry on the housing register.

If the information provided by you contains information about your physical or mental health, race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions and trade union membership, such information is Special Categories of Personal Data and will only be used by us, with your explicit consent. You can withdraw your consent at any time by contacting us. Please note that without this information the houses you can apply for may be limited.

How Long We Keep Your Personal Data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the purposes for which we process your personal data and the applicable legal requirements.

We will hold your data for 7 years at which point it will be anonymised and all personal removed.

Who We Share Your Data With (Third Parties)

South Nottinghamshire Home search is a partnership between Broxtowe Borough Council, Gedling Borough Council, Rushcliffe Borough Council and Newark and Sherwood District Council. The information you provide is visible to all four partners although your personal information will not be accessed by Broxtowe Borough Council, Rushcliffe Borough Council or Newark and Sherwood District Council without your consent.

Your personal information will also be shared with housing association and social landlords to enable them to assess your suitability for properties they may advertise on Home search.

We may share your personal information with the Ministry of Housing, Communities and Local Government (MHCLG). We share personal information with MHCLG for research purposes to understand more about what causes homelessness and how well our services meet people's needs.

We may also share your data with our software providers to be able to provide I.T support to our computer systems.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third-party service provider to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Gedling Borough Council will not sell, assign, disclose or rent your personal data to any other external organisation or individual unless required to do so by law.

Protecting Your Personal Data

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

International Transfer of your Data

We do not transfer or process data outside the European Economic Area unless we have your specific consent or where the nature of the processing requires it (for example, because you have chosen to use an email or other communications service which routes data outside the EEA).

Your Rights

You are in complete control. You can object or withdraw your consent to the use of your personal data at any time.

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information Gedling Borough Council holds about you;
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To learn more about these rights please see the [ICO website](#).

Please address any such requests to the inforequest@gedling.gov.uk

Complaints

If you are dissatisfied with the way your personal data is being used by the Council we would ask that you contact the Data Protection Officer in the first instance so that we can deal with your concerns. You have the right to complain at any time to the [Information Commissioner's Office](#), the UK supervisory authority for data protection.

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

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Fax: 01625 524 510