

## **Data Protection Privacy Notice**

Service: Environmental Health

Team: Private Sector Housing

Processing activity: Maintaining a mandatory register of licensed HMOs and statutory notices.

### **The Data Controller**

East Devon District Council's Environmental Health and Car Parking Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing [environmentalhealth@eastdevon.gov.uk](mailto:environmentalhealth@eastdevon.gov.uk) or by calling 01395 571780.

### **The Data Controller's Representative**

Andrew Ennis, Service Lead, Environmental Health and Car Parks

Contactable by emailing [aennis@eastdevon.gov.uk](mailto:aennis@eastdevon.gov.uk) or by calling 01395 571780.

### **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 to us by you as the landlord, manager or owner of an HMO. We may also obtain property ownership information from Land Registry or from Council Tax, Housing Benefit or the electoral register.

We may also receive information about action being taken in respect of dangerous structures from our Building Control service.

### **Use of your personal information**

We are using your personal information for the purpose of maintaining a register of HMOs and statutory notices served in respect of HMOs and on the basis of public task and our legal obligation under the Housing Act 2004.

The information that we hold includes your name, address, date of birth, National Insurance number and detail of any prosecutions

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

Your personal information will be available to be seen by those within the Environmental Health Team for the purpose of maintaining the register and within support services (such as the Legal and Finance Teams).

Your name and address will also appear on a public register of HMOs.

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.

As we are processing your personal data on the basis of public task and legal obligation you have the right to object to and / or restrict processing.

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)