

Data Protection Privacy Notice

Service: Environmental Health and Car Parks

Team: Private Sector Housing

Processing activity: Maintaining a register of fit and proper persons under the Mobile Home Regulations

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 or by calling 01395 571780.

The Data Protection Officer

Contactable by emailing dataprotection@eastdevon.gov.uk

Obtaining your personal information

Information will have been provided to us by you as the owner, manager or responsible person of a protected site for the purposes of determining eligibility under the fit and proper test. We may also obtain property ownership information from Land Registry and additional information relating to your application from our Council Tax, Planning, Housing Benefit, Building Control, Environmental Health and Electoral Registration services.

Detail about previous applications may also be obtained from other local authorities for the purpose of assessing suitability under the regulations.

The personal information we hold, as an applicant for inclusion on the fit and proper persons register, will include your name, address and contact details, date of birth, details of specified offences, legal contraventions, harassment charges, insolvency details, information relating to any disqualification from acting as a company director, confirmation of the right to work in the UK, as well as a basic criminal records certificate and financial information relating to the business of managing the residential caravan site.

Use of your personal information

We are using your personal information for the purpose of processing and maintaining a mandatory register of fit and proper persons in ownership or management of a protected mobile home site and on the basis of our legal obligations under the Mobile Homes (Requirement for Managers of Site to be Fit and Proper Person)(England) Regulations 2020; Caravan Site and Control of Development Act 1960

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the Environmental Health Private Housing team for the purpose of processing and maintaining the register and within support services (such as the Business Support; Legal and Finance Teams).

In assessing and validating your application, information may be shared with Council Tax, Planning, Housing Benefit, Building Control, Environmental Health and Electoral Registration services

Detail about your application may be shared with other local authorities, where relevant, in assessing suitability to manage a site

Your name, address, status (in relation to the relevant protected site) and detail about whether any conditions are attached to your inclusion in the register will appear on a public register of the fit and proper person test. This public register will be available on the Council's Website and can be requested by any person.

We may share information with the Council's corporate safety officer when our staff safety is viewed as being at risk.

Information may also be shared with external partner agencies during safeguarding/ safety 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](#)

We will hold personal information and a completed registration form, with supporting documents provided by the applicants for the duration that the business is in operation - to enable it to be used as evidence if required. Once the business is closed it is retained for seven years.

We will hold completed application forms and supporting documents during the lifetime of the licence. Once the licence has lapsed, been surrendered or revoked it is retained for seven years.

The information we collect is carefully stored electronically. EDDC takes security of your data seriously. All information provided is stored on our secure servers as managed by Council's IT providers. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

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 and the right to restrict to 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 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