



## **ESTATES - PRIVACY NOTICE**

### **1. What services are covered by this privacy notice?**

a). **Estates** – We manage the development of the Council's non-residential properties including letting of property assets, rent reviews, lease renewals, and engaged in services relating to the operation of the Council's property assets and managing external agents, consultants and solicitors where necessary.

b). **Facilities** - Managing and taking responsibility for the property asset management, to ensure statutory compliance, and managing external agents and consultants where necessary.

### **2. What personal information do we hold?**

The services above may use some or all of the personal information below:

- Full names, address and contact details (such as phone number, email address and postal address) from you whenever you engage with us.

Where we are required to do so by law, we will hold information relating to your identity, which will be at least one form of photographic identification (such as a passport, a driving licence or an identification card) and one form of documentation with proof of your place of residence (such as a recent utility bill).

### **3. How do we use your personal information?**

Under data protection legislation we are only permitted to use your personal information if we have a legal basis for doing so. We rely on the following legal bases to use your information.

- Where we need information to draft a lease agreement or licence, we intend to enter into with you
- Where we need to commission some repair or maintenance works
- Where we need to comply with a lease agreement or contractual obligation

### **Buy, Sell, Let, Rent**

- We use your personal information for the purposes of fulfilling our obligations to you to let or sell you a property or, if you are a buyer or tenant, for the purposes of arranging viewings, obtaining feedback, and arranging a contract for sale or lease for you.
- We will use your personal information to conduct due diligence in accordance with other legal or regulatory obligations
- We will share your personal information with your appointed solicitors and the solicitors and agents acting for the other side of the deal as is necessary to facilitate the letting or purchase.

#### **4. Who else might we share your personal information with?**

- We will share your personal data with third party referencing agencies for the purposes of the prevention and detection of crime, fraud and/or money laundering and checking your suitability to rent that property. In such circumstances, the third-party referencing agency may act as a data controller for your information.
- We will share personal information with law enforcement authorities and with courts, tribunals and arbitrators as may be required from time to time to comply with our legal obligations and lease covenants.
- We may share your personal information with any person working within the Council Point Borough Council (CPBC) departments on a need-to-know basis to ensure we are able to perform our obligations to you.

#### **5. Who is the Data controller for this processing?**

CPBC is the Data Controller for this processing. We need to use your personal information to meet our Legal Obligation under the Law of Property Act 1925 and the Landlord and Tenant Act 1954.

#### **6. How long do we keep your personal information?**

We will keep your personal information in line with our data retention policy, including for the purposes of establishing, exercising, or defending legal claim and applicable data protection laws.

#### **7. Will my personal data be held or used outside of the United Kingdom?**

No personal information is sent or held outside the UK.

#### **8. Your rights**

You have several rights in relation to your personal information. Please see the CPBC main notice for an explanation.

If you would like to exercise any of your rights, please contact [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk)

Please note that we will keep a record of the fact that you have made a request to exercise your rights, and our response to your request, to demonstrate compliance with our data protection obligations and so that we can handle any queries, complaints or claims in relation to your request. This record will be kept in accordance with our retention policies at section 6 above.

### **How to contact us**

If you want to request information about our privacy policy, you can email the Council's Data Protection Officer, Angela Law at [dpo@castlepoint.gov.uk](mailto:dpo@castlepoint.gov.uk) or write to us at:

Data Protection Officer  
Castle Point Borough Council  
Council Offices  
Kiln Road  
Thundersley  
Benfleet  
Essex SS7 1TF

01268 882200