



## **Privacy Notice for Right to Buy Applications**

### **Why we are collecting your personal data?**

Wealden District Council is a data controller for the purposes of the General Data Protection Regulation 2016 and Data Protection Act 2018. We collect, hold and use your personal data in order to process your Right to Buy application. We will only collect the personal data from you we need in order to provide this service to you.

### **What is the legal basis for processing your personal data?**

We collect and use your personal data as a task in order to comply with our legal obligations under the following legislation:

- Housing Act 1985;
- The Proceeds of Crime Act 2002 (as amended);
- Money Laundering Regulations 2007
- Terrorism Act 2000 (as amended)

We will not be able to assess and process your Right to Buy application without the personal data you provide to us.

### **Who will your personal data be shared with?**

We share your personal data internally for our own data matching exercise, using names and addresses. This helps us to ensure the personal data we hold across the Council is accurate and up to date and identify customers by a single customer record.

We may disclose information to other Council departments or external third parties where it is necessary to process your application, e.g. your legal representative, or to comply with a legal obligation.

We may also use and check your personal data for the investigation and prevention of fraud, anti-social behaviour and criminal activity or where we are under a legal obligation to do so. This may include sharing your information with police services, credit reference agencies, governmental organisations (e.g., Department for Work and Pensions and HM Revenue and Customs) and other local authorities. We also take part in the National Fraud Initiative's anti-fraud data matching exercise for these purposes.

Your information may be anonymised into statistical or aggregated data in such a way as to ensure that you are not identified or identified from it. This information might be used to conduct research and analysis, including

to prepare statistical research and reports.

### **We will not**

- Use your personal data for marketing purposes without your prior explicit consent.
- Store or send your personal data to a country outside the European Economic Area (EEA).
- Make decisions about you based on automated processing of your personal data.

### **How long will we hold your personal data for?**

All records relating to the management of right to buy schemes – [12] years from the date the property is purchased.

Legal Case file relating to right to buy – [6] years from close of the case.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted (“right to be forgotten”).
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council’s Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@wealden.gov.uk](mailto:informationgovernance@wealden.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Kristina Shaw-Hamilton, at [dataprotection@wealden.gov.uk](mailto:dataprotection@wealden.gov.uk).