

The following information applies to the Empty Homes.

Data Controller:

Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Data Protection Officer:

Nicola Hesketh
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Email: data-protection@tamworth.gov.uk

Retention:

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

Rights: You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Information Collected

Name
Address
Contact Information
Financial Information

Special Category Information

None

Purpose Collected

Housing Conditions and Supply use this information to contact the home owners of empty properties to offer advice and support in order to bring the property back into use.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Housing Act 2004

We may use your personal information to ensure the electoral register is accurately maintained in accordance with Section 9A of the Representation of the People Act or to assist with debt management and the collection of money owing to the Borough Council such as rent, Council Tax, or other sundry debts.

Third Parties we might share information with

We will share your personal information with third parties where required by law or where it is necessary to administer the HEAT Scheme. Examples of the organisations we may need to share information with are below, this is in not exhaustive:

Tamworth Borough Council Revenues
Tamworth Borough Council Elections Department
Tamworth Borough Council Finance Department
Tamworth Borough Council Audit Department
Third-party contractors

Third-Party Service Providers – Which third parties process my personal information?

Third-party service providers are companies who process information on Tamworth Borough Council's behalf. The following third-parties process personal information about you for the following purposes:

Third-party contractors to carry out works to your property.

How secure is my information with third-party service providers?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

More information

Tamworth Borough Council's Privacy Notice can be found at:
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.