

Service Area: Housing & Regeneration
Directorate: Growth and City Development
PN-375

06/2024

The Housing and Regeneration Team are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for several reasons, depending on the service or reasons for interacting with you. This includes:

- **Citizen consultations or surveys undertaken to obtain opinions on housing redevelopment projects that are being proposed. Survey forms returned will only ask for the address of the property and not the names of any residents in the property**
- **Answering any enquiries from citizens regarding affordable housing in the city such as:-**
 - **Discounted for sale properties**
 - **Shared ownership properties**
 - **First Homes**
 - **Rent to Buy**
- **Replying to Developers, Investors, Registered Providers' enquiries regarding partnership working and potential redevelopment sites**

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- **Name/business name**

- **Contact address**
- **Contact details (email, telephone number)**
- **Whether you are a leaseholder, freeholder, tenant or acting on behalf of those individuals**

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is based on your consent.

If you do not provide your consent for the Regeneration Team to process your personal data for a specific service that is offered under the lawful basis of your consent then we might not be able to provide that service to you in full.

You can withdraw your consent for us processing your personal data, you can do this by contacting www.regeneration@nottinghamcity.gov.uk

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>

In relation to this service, the Council may share your personal information with:

- **Internal Council departments to obtain an answer for your enquiry**

Do I have to provide the information?

You **are not** obliged by statute or contract to provide the information that is specified here. However, if we are not able to process your personal data we may be unable to answer your query or deliver a service.

How long will the Council retain the data for?

The information that you have provided will be kept for 1 year after your query has been answered. Major Capital projects files will be retained for 6 years after the completion of the project.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .