Privacy Notice

Service Name: Private Sector Housing Regulatory Services

Our core data protection obligations and commitments are set out in the council's Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for: Private Sector Housing which includes Landlord Licensing, Accreditation and Housing Standards, Housing Compliance and Enforcement.

Purpose(s)

We collect your personal information for the following purpose(s)

- To process HMO Licensing and Selective Licensing Schemes
- To operate a Landlord Accreditation Scheme (LAS)
- To facilitate requests from owner-occupiers, landlords and tenants to improve the health, safety and security of their home/property

Categories of personal data

In order to carry out these purposes we process the following categories of personal data:

- Name, address and contact details
- Date of Birth (when required)
- Property status (owner, private rented, social housing)
- Other occupants age and any disabilities
- Qualifying benefit information

Lawful basis for processing

The lawful bases under Article 6 of the GDPR for processing your personal information are:

Consent: the data subject has given consent to the processing for one or more specific purposes

Legal obligation: the processing is necessary for the council to comply with the law as listed below

Public task: the processing is necessary for the council to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

- The Landlord and Tenant Act 1985
- Environmental Protection Act 1990
- Housing and Planning Act 2016 and the
- Housing Act 1985 & 2004
- Section 215 of the Town and Country Planning Act

These acts impose statutory and regulatory requirements on local authorities in relation to landlord licensing and housing standards.

The lawful basis under Article 9 of the GDPR for processing your health data, which is classed as special category personal data is:

Explicit Consent: the data subject has given explicit consent to the processing.
Information sharing/Recipients

We may share personal information about you with the following of organisations:

- Greater Manchester Police and other Police forces
- Partner agencies – e.g. the Fire Service, Helping Hands, to facilitate your request for support
- Greater Manchester Energy Efficiency Partners and Installers
- Other council departments, where there is a legal basis to do so – such as council tax
- Government departments - such as Her Majesty's Revenue and Customs, Department for Work and Pensions, UK Border Agency

We may be asked to provide access to personal information by relevant authorities with regulatory powers such as the police, government departments and other local authorities for the purposes of the prevention or detection of crime and/or the apprehension or prosecution of offenders without the permission of the data subject. The Council will consider such requests on a case by case basis.

Data Transfers beyond European Economic Area (EEA)

All personal data held by the council is held in the UK

Automated Decisions

We will not be using the information to make automated decisions.

Data retention/criteria

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years

Your rights

Information about exercising your rights can be found on the council’s website Exercising Your Rights

Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation