



Lewes District Council



Working in partnership with **Eastbourne Homes**

## **Privacy Notice for Leaseholders**

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

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data while you are a leaseholder in a council owned property.

While you are a leaseholder we may collect and process information about you and members of your household.

### **What is the legal basis for processing this data?**

We do this as a task carried out in the public interest, and for the performance of a contract with you.

### **Who will your information be shared with?**

We collect some basic personal information to enable a purchase or sale/assignment of a lease or its extension or the sale of a freehold and share this with professional advisors in connection with the sale/extension, such as solicitors and valuers. We may also need to disclose personal information to the lender relating to the leaseholder in relation to various matters, including the terms of the lease, details of any arrears and any loan secured against the property during the time of your lease.

The councils are required by law to protect the public funds they administer. We may use any of the information you have provided for the prevention and detection of fraud.

If we need to carry out major work to your property, we will share basic information about you with our contractors and external contractors to enable them to carry out the work on the property or scheme.

### **We will not**

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad.
- Make decisions about you based on automated processing.

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

We will keep your data as long as you are a leaseholder with us plus six years.

## **Your rights**

You are entitled to request a copy of any information about you that we hold. Any such requests must be made in writing. If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request the erasure of your personal data in certain circumstances ('right to be forgotten').

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

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

Further information about how Lewes District Council and Eastbourne Borough Council process personal data can be found on the [privacy notice page](#) of their website.

## **Identity of Data Protection Officer**

Oliver Dixon, Head of Legal and Data Protection Officer

## **Contact details**

Lewes District Council and Eastbourne Borough Council  
Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

Tel: 01323 410000