

## **Privacy Notice for Houses in Multiple Occupation (HMO) Licence**

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

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to assess your Houses in Multiple Occupation (HMO) Licence application. We will only collect the personal data from you we need in order to make this assessment and provide this service to you.

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

The legal basis we rely on to process your personal data is article 6(1)(c) of the GDPR. The processing is necessary for compliance with a legal obligation we are subject to – see below:

- Management of Houses in Multiple Occupation (England) Regulations 2006
- Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.

We will not be able to assess and process your HMO Licence application without the personal data you provide us with.

### **Any recipient of the personal data**

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record that can be accessed by officers of the councils in order to process your application.

We may disclose information to third parties where it is necessary to comply with a legal obligation. The information below will be held on a public register as prescribed by the Licensing and Management of Houses in Multiple Occupation and Other Houses (Misc Provisions) (England) Regulations 2006.

- Name and address of the licence holders and manager
- Address of the property
- Descriptions of the property e.g. number of rooms

Some of the information will be used by the Office of the Deputy Prime Minister in order to compile the national register of Houses in Multiple Occupation.

Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

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

may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office. The Cabinet Office requires councils to participate in data matching exercises to assist in the prevention and detection of fraud.

### **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?**

The information will be retained for the duration of the licence (usually 5 years).

### **Your rights**

You are entitled to request a copy of any information about you that we hold.

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 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)

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

Data Protection Officer – Dr Michele Wilkinson

### **Contact details**

Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG

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

Tel: 01323 410000