



Lewes District Council



Working in partnership with **Eastbourne Homes**

Privacy Notice for Your Newhaven

Why we are collecting your data

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data. The data that you provide in surveys will be used to support Regeneration efforts in Newhaven through new or supporting evidence of economic and wider need within the local area and to contact users by email if you have consented to be part of a prize draw.

What is the legal basis for processing this data?

We will only process personal information about you if one of the conditions below applies.

- You have given your consent
- If there is a legal obligation
- Or, in certain circumstances, if it is in our legitimate interest to do so

What we collect

We may collect the following information:

- Contact information including name, email and telephone number
- Demographic information such as postcode, preferences and interests

The Council will only ask for personal information that is appropriate to enable us to deliver the above service.

All comments and personal data will be stored in electronic format in the Councils consultation portal. The portal is provided by a third party and the Council has a formal contract with the data processor.

Why we are collecting your data

We require the information you provide to understand your needs and provide you with a better service in and around Newhaven.

- We may use the information to improve our products and services
- We may contact you if you have been selected to win a prize

Who will your information be shared with?

We may disclose information to third parties where it is necessary, either to comply with a legal obligation, or where permitted under data protection legislation.

The councils are required by law to protect the public funds they administer and may use any of the information you provided for the prevention and detection of fraud. Only information you provide us with during the consultation will be used.

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?

All information provided will be kept for a maximum of two years in line with the Councils retention schedule.

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.

You have the right to object to the processing of your personal data in certain circumstances. We may still be required to hold or process information if there are legitimate grounds for doing so.

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

Identity of Data Protection Officer

Oliver Dixon, Senior Lawyer

Contact details

Eastbourne Borough Council
Eastbourne Town Hall
Grove Road
Eastbourne BN21 4UG

Email: accesstoinformation@lewes-eastbourne.gov.uk

Tel: 01323 410000

The Council reserves the right to update this privacy notice from time to time by publishing a new version on our website