

## **Privacy Notice for Right to Buy Applications**

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

Lewes District Council and Eastbourne Borough Council are data controllers and collect your personal data in order to process your right to buy application. We will only collect the personal data from you we need in order to provide this service to you.

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

We do this for the performance of a contract with you in line with the Housing (Right to Acquire) Regulations 1997. We will not be able to process your Right to Buy application without the personal data you provide us with.

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

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.

We may disclose information to third parties where it is necessary to process your application, or to comply with a legal obligation e.g. your legal representative.

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?**

- All records relating to the management of right to buy schemes – 12 years from the date the property is purchased.
- Case file relating to right to buy pursuant to the Housing Act 1985 – 6 years from close of the case

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

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 – Oliver Dixon, Senior Lawyer

### **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