



DATA PROTECTION PRIVACY NOTICE FOR THE CAPITAL PROGRAMME WORKS SERVICE

Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ("personal data") which it needs to process for the purpose of providing the following service; The Capital Programme Works Service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at www.hillingdon.gov.uk/privacy

What personal data do we hold

The types of data we hold and process will typically include:

Name, address, phone number, gender, occupancy terms (e.g. council housing tenant, housing leaseholder or in the process of purchasing property under 'Right to Buy') and personal or financial circumstances of council housing tenants and housing leaseholders.

Records of previously reported instances of verbal abuse and/or physical assault by council housing tenants or leaseholders on directly employed staff or staff working for consultancies and contractors appointed by us to work on properties where planned housing maintenance construction works will be carried out. These records may include the council housing tenants or housing leaseholders name, gender, address and CCTV images of the reported incident.

Name, contact phone number and email address of representatives of community groups or clubs who have made a request or application to us for the funding for construction works to be carried out by us on the community facility that they represent.

What is our purpose for processing your personal data

The name, address, phone number and occupancy terms will be used to assist with contacting council housing tenants and housing leaseholders about planned housing maintenance construction works that may be carried out. This may include passing council housing tenants and housing leaseholders name, address and contact phone numbers on to consultancies and contractors who will be managing or undertaking construction works on our behalf.

We may process tenant case information, personal or financial circumstance if it directly impact our ability to undertake planned housing maintenance construction works at a tenants or housing leaseholder's property.

We may access records of previously reported instances of verbal abuse and/or physical assault by council housing tenants or housing leaseholder on staff employed by us. This will allow us to determine how we or any contractors or consultancies we appointed should proceed with any contact required to undertake planned housing maintenance construction works.

The name, contact phone number and email address of representatives of community groups or clubs will allow us to make contact with the representatives in order to progress the requested construction works on the community facilities.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data'.

What is the legal basis for our use of your personal data

- We need it in order to perform a contract between the Council and yourself
- We need it to comply with a legal obligation
- We need it to perform a task in the public interest

For how long will we hold your personal data

We will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Organisations that we may share your personal data with

For tenants or housing leaseholders that will have planned housing construction works carried out on their properties; the name, address and contact phone numbers may be shared with:

- Construction works contractors we have employed to undertake construction works for us and construction consultancies appointed by us to manage the construction works on our behalf;
- Utilities companies (gas, electricity and water) who may require access properties to carry out works required to enable the main construction works to be undertaken.
- For representatives of community groups or clubs where construction works are due to be carried out at the community facilities they represent as a result of the representatives request or application, the name and contact phone numbers may be shared with:

- Construction works contractors we have employed to undertake construction works for us and construction consultancies appointed by us to manage the construction works on our behalf;
- Utilities companies (gas, electricity and water) who may require access properties to carry out works required to enable the main construction works to be undertaken.

For tenants or housing leaseholders that will be affected by works being completed by adjoining neighbours where a Party Wall Notice has been received by the Council; the name, address and contact phone numbers may be shared with the Council's appointed Party Wall Surveyor. This information will only be used by the Party Wall Surveyor to arrange access with the tenant to complete a Schedule of Condition of the property (current state of the Council's property) prior to the adjoining owners works commencing and there may be need for follow up visits following completion of the works.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights, please contact Michael Naughton, Head of Capital Programme Works Service. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact Michael Naughton for further information:

Michael Naughton
Head of Capital Programme Works Service
Civic Centre (2 East 10)
High Street
Uxbridge
UB8 1UW

Email: capitalprogrammeteam@hillingdon.gov.uk Telephone 01895 277972

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Data Protection Officer

Legal Services

Civic Centre

High Street

Uxbridge

UB8 1UW

Email: DPO@hillingdon.gov.uk