



## Tackling Empty Properties

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Gary Radford, Lead Officer, Housing and Neighbourhood Improvement

01924 306665

[gradford@wakefield.gov.uk](mailto:gradford@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Service needs to collect the following information about you

1. Your Name, address and contact information
2. Details about the condition of your home including any reported and identified hazards
3. Any action resulting from external agencies' involvement with your property
4. Any referrals for legal or enforcement action where hazards or other issues have been found and not resolved.

We use this information to give advice, identify suitable solutions to any issues that have arisen and monitor the outcomes to any action we or other agencies take.

To enable us to provide our service to you we will share your information with:

Who we will share with	Why we will share
Other Council Departments including: Environment Health Council Tax Other Strategic Housing staff	Where wider help is available e.g. waste clearing, grounds maintenance

Social Care Direct Planning Enforcement/ building control	Where council tax records need adjusting. Approaches to Social Care where the property owner is incapable of dealing with their own affairs of requires support due to vulnerability. Planning enforcement/Building Control to identify if any other legal action is ongoing or to link up on common activities
Police/ Fire Service/ Ambulance Service	To advise when criminal activity has been detected
Utility providers	Where energy and water supplies are insecure and need attention or repair, and where there may be a charge incurred for works undertaken.
Investors list	Where you have told us that you wish to sell your property and have asked us to link you to potential purchasers.
Solicitors	Where property owners are unable to deal with the service. Where Solicitors are dealing with probate and executor related issues.
Leeds City Credit Union	Where loan help is available, your details will be passed for a loan application to be taken.

Should you decide not to provide any of the information we request from you we may not be able to offer you advice and help. If information is withheld where potentially criminal or enforcement matters are highlighted, this could result in prosecution.

### **3. What authority does the Council have to collect and use this information?**

Article 6(1) of the GDPR sets out the conditions the must be met for the processing of personal data to be lawful. They are:

- (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for 12 months where advice only has been provided, 6 Years for unsecured cost recovery matters (e.g. Works in default, civil penalties), and 12 Years for secured matters (e.g.

Works in default, Enforced Sale) after which time it will be deleted from our systems. The reason for keeping information for this period of time is to meet the Council's obligations in improving housing standards.

## **5. Your rights and your personal data**

Under the GDPR you have the following rights:

### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Automated Decision Making**

Part of our process includes automated decision making (for interest free loans only). You have a right to not be subject to a decision based solely on automated processing.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

**6. Transfer of data outside the EU**

No information will be transferred outside the EU

**7. Automated decision making**

There is no automated decision making as part of our processes.

**8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.