



Wakefield Responsible Landlord Scheme

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

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

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

Telephone: 01924 305211

Email: 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. Addresses for all properties that you own and generic property information (e.g. number of bedrooms)
3. Any previous legal or enforcement action where hazards or other issues have been found and not resolved.

We use this information to assess whether you meet criteria to be a member of the Wakefield Responsible Landlord Scheme (WRLS).

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

Who we will share with	Why we will share
Strategic Housing Enforcement Team	So that they can advise you on housing standards, legal responsibilities and suitability of proposed remedies to housing property issues.

Housing Needs Service	To confirm that Housing Needs Officers have no previous cases where intervention to prevent illegal eviction was required.
Street Scene	In order to provide you necessary permits to allow you to dispose of household waste from vacant tenanted properties at zero cost.
Council Website	Your business and contact information will be uploaded to show current and would be tenants that you are accredited through the WRLS and are therefore a decent landlord.

Should you decide not to provide any of the information we will not be able to assess your application for admittance to the WRLS.

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;
- (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 after your membership with WRLS ends. However, we will keep your information for 6 Years for any 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

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.