

The following information applies to Housing of Multiple Occupation Licensing.

**Data Controller:**

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

**Data Protection Officer:**

Nicola Hesketh  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

Email: [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk)

**Retention:**

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

**Rights:** You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Information Collected**

Name  
Address  
Date of Birth  
Contact Information  
Financial information  
Proof of address  
Proof of identification  
Criminal information

### **Purpose Collected**

Allow us to carry out checks on the property and its compliance with Houses of Multiple Occupation standards as set out in the Housing Act 2004.

Allow us to carry out checks on your eligibility to hold a Houses of Multiple Occupation License as set out in the Housing Act 2004 and Rehabilitation of Offenders Act 1974 and conduct a fit and proper person's test.

To provide administration necessary the processing of a Houses of Multiple Occupation application and/or for the issuing of a Houses of Multiple Occupation licence.

We will use your information in the issuing and renewal of licences, to provide monitoring of licences, deal with complaints and any charging issues.

### **Legal Purpose**

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Housing Act 2004

Some of your information may also be used:

- to safeguard adults, and children under the Children's Act 1989
- for the prevention and detection of fraud under Digital Economy Act 2017 (Part 5)
- to ensure the electoral register is accurately maintained in accordance with Section 9A of the Representation of the People Act

- to assist debt management of assist with the collection of money owing to the borough council such as rent, council tax, or other sundry debts.

### **Third Parties we might share information with**

We will share your personal information with third parties where required by law or where it is necessary to administer your application. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Tenancy Services  
Tamworth Borough Council Finance Department  
Tamworth Borough Council Audit Department  
Tamworth Borough Council Environmental Health  
Tamworth Borough Council Revenues Department  
Tamworth Borough Council Elections Department  
Tamworth Borough Council Planning Department  
Tamworth Borough Council Benefits Team  
Staffordshire County Council  
HM Revenues and Customs  
Staffordshire Police  
Staffordshire Fire and Rescue  
Office of Fair Trading  
Other local authorities  
Your mortgage lender  
Your insurance company

Some of your information will be available to the public as part of the Register of Licences.

### **Third Party Service Providers – Which third parties process my personal information?**

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

**M3**– The Council's IT provider M3 may have to access to your personal information on occasions where there is a fault

### **How secure is my information with third-party service providers?**

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

### **More information**

Tamworth Borough Council's Privacy Notice can be found at:  
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.