

The following information applies to the leasing of Tamworth Borough Council properties for Commercial and Industrial use.

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

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

We collect personal information about:

Applicants: This includes anyone who is applying for a lease or licence for Council properties.

Tenants: This includes current and former tenants who lease/licence or have leased/licenced our properties or access our support and other services, and could also include family details and people associated with them.

Types of information we collect about you

Name
Address
Contact Information
Financial information
Financial references
Payment information

Purpose Collected

We use your personal information to confirm your identity and assess your suitability as a commercial tenant of Council owned property

To provide administration to lease or license our property to you including production of the relevant lease/tenancy/license documentation to be produced, organise repairs, receive rent, service charges and bills such as insurance, rechargeable repairs, to detect tenancy fraud and illegal subletting, and to ensure financial records are accurate and up to date

We will also use your information to assist with the collection of money owing to the Borough Council such as rent, Council Tax, Business Rates or other sundry debts.

Legal Purpose

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Contract**

We will also process your information under **Public Task** as the processing is necessary for us to perform a task in the public interest or for our official functions, because the task or function has a clear basis in law.

Third Parties we might share information with

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

Tamworth Borough Council Revenues Department
Tamworth Borough Council Environmental Department
Tamworth Borough Council Finance Department
Tamworth Borough Council Legal Department
Solicitors
Insurance companies
Land Registry
Third-party contractors
Utility providers
Your bank

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

Third-party service providers are companies who process information on Tamworth Borough Council's behalf. The following third-parties process personal information about you for the following purposes:

Third-party contractors

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.