

## Privacy Notice – Wessex House

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give when using the Eastleigh Business Centre at Wessex House.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863) we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy)..

### Why do we need your personal information?

The personal data that we hold includes information such as;	Why we use personal information about you
<ul style="list-style-type: none"> <li>• Name, telephone number, email address, emergency contact details (e.g. next of kin)</li> <li>• car registration number</li> <li>• dietary requirements for catering for meetings</li> </ul>	<p>In order to process an application for a new office/ parking space(s), and to complete a licence agreement with EBC. To communicate with you about your mail, your visitors, or anything to do with Wessex House.</p>
<ul style="list-style-type: none"> <li>• IP address</li> <li>• email address</li> <li>• telephone number</li> </ul>	<p>To administer your telephone and broadband setup</p>
<ul style="list-style-type: none"> <li>• Financial details</li> <li>• bank details</li> </ul>	<p>To prepare invoices and to administer the collection of the licence fee.</p>
<ul style="list-style-type: none"> <li>• Name, company details, meeting attendees</li> </ul>	<p>Of visitors to Wessex House, in our visitors book. To comply with fire safety and security legislation</p>
<ul style="list-style-type: none"> <li>• Car registration numbers (of cars parked at Wessex House)</li> </ul>	<p>To deal with issues around parking at Wessex House</p>
<ul style="list-style-type: none"> <li>• Employee names</li> </ul>	<p>For our signing in book for people who work at Wessex House. To comply with fire safety and security legislation.</p>
<ul style="list-style-type: none"> <li>• CCTV footage</li> </ul>	<p>There are CCTV cameras placed at the rear of the building, within reception and on the ground and first floors within the communal areas. This is for the detection and prevention of crime. Any footage which is not required for this purpose is auto-deleted after 10 days.</p>
<p>Who we may share your data with includes but not limited to:</p>	<ul style="list-style-type: none"> <li>• Caretakers</li> <li>• Wessex House staff</li> <li>• Customer Services</li> <li>• Site officers</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilities manager</li> <li>• Asset Management</li> <li>• Cover staff</li> <li>• Service Director for Planning and Environment</li> <li>• Catering staff</li> <li>• Legal</li> <li>• Finance</li> <li>• Internal Audit</li> </ul>
Lawful basis for using your personal data:	Article 6 (1) (e) - public task Article 6 (1) (b) – contract (for tenants)
Lawful basis for using your special personal data	Article 9 (2) (g) – substantial public interest

## Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in the [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House

Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)