

## Privacy Notice – Asset Management

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give relating to us carrying out our property and asset management responsibilities.

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?

Category of personal data we may request includes:	Purpose of requesting information:
<p>Name address, contact details,</p> <ul style="list-style-type: none"> <li>• DOB</li> <li>• references</li> <li>• signature</li> <li>• financial details</li> <li>• bank account details</li> <li>• trading accounts</li> <li>• Proof of identity (including driving licence, passport, utility bills, guarantors company registration information, VAT numbers etc.),</li> <li>• Keys issued</li> <li>• Investment documents</li> </ul>	<ul style="list-style-type: none"> <li>• To protect, manage and administer your interest in surplus Assets within the Borough</li> <li>• To deal with any problems or complaints that arise in relation to your account</li> <li>• For assessment and analysis purposes to help improve the operation of our service</li> <li>• To prevent, detect and prosecute fraud and other crime</li> <li>• To manage your lease, licence or other property agreement, deal with queries and payments relating to this or for other purposes in relation to this interest.</li> <li>• To set up new leases/tenancies/licences/easements/wayleaves/restrictive covenants for properties and land across the Borough</li> <li>• To manage garage lettings</li> </ul>
<p><b>Who we may share your data with includes but is not limited to:</b></p>	<ul style="list-style-type: none"> <li>• Land Registry,</li> <li>• Legal team,</li> <li>• Case Managers,</li> <li>• Asset Management team</li> <li>• Finance</li> <li>• Valuation Office</li> <li>• Internal Audit</li> </ul>

Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>Article 6 (1) (c) - Legal obligation</li> </ul>
Lawful basis for using your special personal data:	<ul style="list-style-type: none"> <li>Article 9 (2) (g) - Substantial public interest</li> </ul>

## 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 our [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)