

Strategic Property Development / Investment Privacy Notice



Date and version

May 2018 v1

What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

This notice provides additional privacy information for:

- Custom and Self Build Housing Register.
- Disposal / Lease of Property – either direct or via Unity.
- Management of the Council's Building Improvement Grants Programme.

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect your personal information for the following purpose(s):

- To inform us that you are interested in Custom and Self Build.
- To assist with marketing Council property opportunities being sold or leased.
- To assess your grant application and enable the Council to help business development, growth and inward investment in Oldham.

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to carry out these purposes we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Name, address and contact details (mobile or email)	No
Area and type of home that they wish to build	No
Business Bank account details for grant payments	No
Property ownership details	No

Legal basis for processing

The legal basis for processing and or sharing your personal information is:

- Local authorities in England are required to research demand for self-build plots in their area and from 1st April 2016 the Self-build and Custom Housebuilding Act 2015 obliges them to maintain a list of people and groups interested in building their own homes. Local councils in Wales, Scotland and Northern Ireland are also exploring how to support self-build and custom build projects.
- Consent for a disposal / lease of property – either direct or via Unity.
- Consent for an application to the Council's Building Improvement Grants Programme.

Information sharing/recipients

We may share personal information about you with the following organisations/types of organisations:

- No personal information is shared regarding Custom and Self Build. Overall Numbers are shared with central government and GMCA. Areas where people want to CSB will be used to inform the development of the housing strategy.
- Information of parties interested in specific Council assets and opportunities is freely shared between the Council and the Unity Partnership in order to order to maximize any mailshots and exposure of property opportunities.
- Personal information for the Council's Building Grants Programme may be shared with:
 - Get Oldham Working – assist with recruitment/job opportunities
 - Oldham Enterprise Trust – new business start-ups
 - Business Rates
 - Licensing – A requirement for selling food and drink
 - Building Control – Regulations for changes to buildings
 - Planning – Permission for development and approved plans, pre- application advice
 - Unity Partnership – (they manage our properties) commercial properties
 - Public Protection – environmental, health advice for residents/business
 - Business Growth Company – business growth/support business/advice
 - Visit Oldham – the official tourism website – events (supported by New Mind)
 - Tourist Information Centre – various enquiries – tourism/events and complaints
 - Visit Manchester – The Official Tourist Board for Manchester & GM – promote Oldham
 - Tractivity – internet database — stores details of property and general enquiries. Managing and reporting numbers.
 - Economy and Skills Partnership – to support business growth and development and share success stories

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All the decisions we make about you involve human intervention.

Our Guide to Exercising Your Rights outlines the procedure to ask us for an automated decision to be reviewed by an appropriate officer. This can be found at

www.oldham.gov.uk/yourdatarights

How long we keep your data

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

We will keep the data for 10 years unless it is known to no longer be valid.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection