

## **The Unity Partnership – Property Service Privacy Notice**

**Date and Version (22 May 2018 – v1)**

### **What this privacy notice is for**

Our core data protection obligations and commitments are set out in [The Unity Partnership's primary privacy notice](#).

This privacy notice is for those participating or intending to participate in a range of research activity including consultation.

### **Research**

Research for local government can be described as “the systematic collection, collation, analysis and interpretation of data to inform policy or practice, or to increase understanding and future trends, local needs and good practice. It may involve a wide range of methods including:

- Surveys, for example on customer satisfaction or housing needs;
- Qualitative methods, for example focus groups;
- Analysis of existing datasets, for example the Census;
- Review, interpretation and application of others’ research findings;
- Reviews of good practice, for example for the purpose of benchmarking; and
- Production of statistical estimates, projections and forecasts.

### **Consultation**

Consultation is a “process of dialogue that leads to a decision. The notion of consultation being a dialogue implies an ongoing exchange of views and information, rather than a one-off event. Dialogue also implies two or more parties listening to and taking account of one another’s views.”

This notice provides additional privacy information for:

- Suppliers;
- Complainants, correspondents and enquirers;
- Landlords;
- Tenants of residential property and other residents of the borough, and members of their families/households;
- Tenants of commercial property and their agents or representatives;
- Client staff.

### **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 or obtain your personal information for the following purposes:

- Housing and property administration including management and administration of land, commercial and residential property let by our clients.
- Administration of property occupied by our clients.
- The sale or disposal of land and properties owned by our clients.
- Administration of housing and property grants.
- Housing allocation and administration of waiting lists.
- Conduct of housing needs surveys.
- Rehousing of homeless people.
- Administration of housing and property loans.
- Property acquisition and disposal, use and development.
- Administration of expressions of interests for land and property.
- Corporate property strategy.
- Corporate administration of property by third party occupation.
- Commission and monitoring of contract staff and professional services.

**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:

- Personal details;
- Family, lifestyle and social circumstances;
- Employment details;
- Financial details;
- Goods or services provided;
- Racial or ethnic origin;
- Physical or mental health or condition;
- Offences (including alleged offences).

In order to carry out these purposes, we collect and obtain the following personal information. Not all are collected; the nature of the data collected is subject to the topic of research. We will always ensure that your full consent is obtained by undertaking any data collection to obtain your personal information.

Category of Personal Data	Special/Sensitive
Personal details	
Family, lifestyle and social circumstances	
Employment details	
Financial details	
Goods or services provided	
Racial or ethnic origin	Yes
Physical or mental health or condition	Yes
Offences (including alleged offences)	Yes

### **Legal basis for processing**

The legal basis for processing and or sharing your personal information is dependent on what we use your information for, these may include, but are not limited to:

Where you consent to participate in consultation or research;

Where we have a legal obligation or it is in either the public or our legitimate interest.

### **Information sharing/recipients**

We may share personal aggregated data for statistical purposes with the following:

- Employees and representatives of commercial tenants;
- Client staff;
- Central government and its agencies;
- Data subjects themselves
- Relatives, guardians or other persons associated with the data subject;
- Healthcare, social and welfare advisers or practitioners;
- Suppliers, providers of goods or services;
- Persons making an enquiry or complaint;
- Financial organisations and advisers;
- Credit reference agencies;
- Debt collection and tracing agencies;
- Survey and research organisations;
- Trade, employer associations and professional bodies;
- Police forces;
- Local Government;
- The media;
- Auditors;
- Courts/Tribunals.
- Identifiable Personal Information could be shared under the following circumstances:
  - Your raise a specific personal issue or concern that requires addressing;
  - You ask us to share your personal details.
- As well as information collected directly from you, we also obtain or receive information from:
  - A local authority for research purposes as outlined above;
  - Other organisations that allow us to compile profiles to understand tenants or potential future tenants.

### **Data Transfers beyond the European Economic Area (EEA)**

We do not transfer any of your personal information outside the EEA.

### **Automated Decisions**

All the decisions we make about you involve human intervention.

### **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. This ranges from three to five years depending on the nature of the data collected.

**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 Unity Partnership can be found [here](#).