

Privacy Notice for Leaf

This notice sets out how Eastleigh Borough Council (EBC) collects and processes any information that you give, including your personal data, in relation to Leaf.

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.

Why do we need your personal information?

Category of personal data we may request includes:	Purpose of requesting information:
<ul style="list-style-type: none"> • Name; • Address; • Contact details including email address and telephone number; • D.O.B.; • Nationality; • Passport details; • Information relating to personal circumstances such as financial and employment details; • Evidence of Right to Rent; • Next of Kin details; • Other information relevant to your housing enquiry/application. 	<ul style="list-style-type: none"> • To enable the processing of customer enquiries; • To provide potential and existing customers with letting services; • To better understand your housing requirements and provide you with services specific to you; • To improve the services that Leaf offers; • To arrange and carry out property viewings;
<p>Who we may share your data with includes but is not limited to:</p> <ul style="list-style-type: none"> • Case Management Officers; • Case Managers; • Customer Services; • Housing Specialists; • Legal; • Internal Audit; • Estate Agent(s); • Approved Contractors; • Housing Association(s); • Credit Reference Agencies; • Utility Companies; 	
<p>Lawful basis for using your personal data: Article 6(1)(f) – Legitimate Interests</p>	
<p>Lawful basis for using your special personal data: Article 9(2)(g) – Substantial Public Interest</p>	

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 may use your personal data for marketing products or services.

In the course of conducting our business, we may from time to time conduct voluntary surveys to collect information about how our services are performing, what improvements we could make and other information about the demographics and make-up of the borough. Only statistical information is ever shared, used or analysed from these surveys.

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

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

Email: casework@ico.org.uk