

PRIVACY NOTICE – NEIGHBOURHOODS ENGINEERING, DRAINAGE AND WATER TEAM

1. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

Epping Forest District Council is a data controller pursuant to the General Data Protection Regulations. This means that the Council decides how your personal data is processed and for what purposes. The contact details for the Council's Data Protection Officer are:

Data Protection Officer
Epping Forest District Council
Civic Offices
High Street
Epping
Essex, CM16 4BZ.

☎ (01992) 564180

✉ dataprotection@eppingforestdc.gov.uk

2. WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

The personal data that we use is name, address, telephone numbers, email address, details of interest in property, land and business and in some cases information relating to health, financial and criminal offences.

3. WHY DO WE COLLECT THIS INFORMATION & HOW WILL IT BE USED?

Public task: the processing is necessary for the data controller to perform a task in the public interest or for official functions and the task or function has a clear basis in law.

Legal obligation: the processing is necessary for the data controller to comply with the law (not including contractual obligations)

Your details are required in order to ensure that the statutory services and other functions carried out by the Engineering, Drainage and Water Team can be effectively delivered in relation to: *inspections and the investigation of complaints; prevention of flooding and flood mitigation purposes; implementation and enforcement of legislation; the processing of applications under the Land Drainage Act 1991 and the Council's Land Drainage Byelaws; and enforcement of the Council's Land Drainage Byelaws.* Statutory functions require us to do this and such processing therefore will be carried out in accordance with prevailing statutory obligations.

Personal information is also collected for the purpose of recruiting officers to work in the team, through Tenders to secure contractors to carry out work on behalf of the Council and when commissioning consultants.

The information that you have provided will be securely held by the Council and will only be accessed by authorised persons with the appropriate access controls. The Council will only use the information that you have provided for the purposes above and will not use it for any other purpose, unless you have given your consent, or this is otherwise required or permitted by law.

4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

The processing of personal data must satisfy a condition under Article 6 of the GDPR and, for special category data, must also satisfy a condition under Article 6 and Article 9.

- Article 6 (1) (a): - **Consent:** the data subject has given clear consent for the processing of their personal data for a specific purpose;
- Article 6 (1) (b): - **Contract:** the processing is necessary for a contract with the data subject, or because they have asked the data controller to take specific steps before entering into a contract;
- Article 6 (1) (c): - **Legal obligation:** the processing is necessary for the data controller to comply with the law (not including contractual obligations);
- Article 6 (1) (e): - **Public task:** the processing is necessary for the data controller to perform a task in the public interest or for official functions and the task or function has a clear basis in law;
- Article 9 (2) (b): - **Social Protection:** The processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- Article 9 (2) (i): - Processing is necessary for reasons of public interest in the area of **Public Health.**

5. WHO WE SHARE YOUR INFORMATION WITH

We will only share your information with parties who we may lawfully share data with. In order to fulfil the functions outlined above (3) your personal data may be shared with: other Council departments, contractor/consultants/companies working on behalf of the Council and other regulatory bodies. Information may be disclosed to other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime and protection of public health.

Appropriate measures will be made to ensure the records we hold on you (paper and electronic) are kept in a secure way and only those who have a right to see them and in compliance with data protection legislation will be able to see them.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

The GDPR states that personal data must be kept 'no longer than is necessary for the purposes'.

The Neighbourhoods Department will keep your personal data in line with the Engineering, Drainage and Water Team's GDPR Retention Policy which can be found here: [XXXXXX](#)

7. YOUR RIGHTS

Under the General Data Protection Regulation, you have various rights as an individual (including a specific right to withdraw consent) that you can exercise in relation to the

information that the Council holds about you. Information about these rights is available on the data protection page of the Council's website:

<http://www.eppingforestdc.gov.uk/contact-us/data-protection>

8. HOW TO MAKE A COMPLAINT

If you are unhappy with the way in which your personal data is processed by Epping Forest District Council you should contact the Data Protection Officer in the first instance:

If you remain dissatisfied with the Council's processing of your personal data, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.

<https://ico.org.uk/>