

## **PRIVACY NOTICE – Communities - Information and Customer Relations**

### **1. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER**

Epping Forest District Council is a data controller pursuant to the General Data Protection Regulation (GDPR). 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](mailto:dataprotection@eppingforestdc.gov.uk)

### **2. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?**

Name, address, email address.

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

Your details are required in order to communicate housing and other matters to residents and tenants of EFDC current and former properties.

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 purpose 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?**

6(1)(a) Consent. The data subject has given clear consent for the processing of their personal data for a specific purpose. The data subject has given explicit consent to the processing.

*Special category data includes information about race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation and where applicable the additional legal basis for doing so is:*

NA

*Criminal offence data includes personal data relating to criminal convictions and offences, or related security measure and where applicable the additional legal basis for doing so is:*

NA

## **5. WHO WE SHARE YOUR PERSONAL DATA WITH**

In order to fulfil the function outlined above (3) your personal data will be shared with Mailchimp.

## **6. TRANSFERS TO THIRD COUNTRIES AND SAFEGUARDS IN PLACE**

In order to fulfil the function outlined above (3) your personal data will be transferred to the United States of America.

MailChimp is certified to both the EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield regimes, and lawfully transfers EU/EEA personal data to the U.S. pursuant to this Certification. They also complete a SOC II Type 2 examination on an annual basis for the Trust Principal Criteria of Security, Processing Integrity, Confidentiality, and Availability.

## **7. HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

The Council will keep your personal information in line with our retention policy which can be found here [link].

## **8. YOUR RIGHTS**

Under the General Data Protection Regulation, you have various rights as an individual 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>

## **9. 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/>