

**Privacy Notice for Houses in Multiple Occupation (HMO) Licence**

<b>Service</b>	Private Sector Housing – Licensing in HMO's (Houses of Multiple Occupation)
<b>Purpose of the Processing (the reasons we use your data)</b>	<p>Havant Borough Council are the Data Controllers and collect your personal data in order to assess your House in Multiple Occupation (HMO) Licence application.</p> <p>In addition to: -</p> <ul style="list-style-type: none"> <li>• Service delivery</li> <li>• Planning and improving services</li> <li>• Preventing or detecting of fraud or crime</li> </ul>
<b>Lawful Basis for the Processing</b>	<p>Legal Obligation under various UK laws including but not limited to:-</p> <ul style="list-style-type: none"> <li>• Housing Act 2004</li> <li>• Management of Houses in Multiple Occupation (England) Regulations 2006</li> <li>• Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.</li> </ul> <p>If we cannot use your data Havant Borough Council would be unable to meet our statutory duties.</p>
<b>Special Categories of Personal Data being Process (if appropriate)</b>	N/A
<b>Legal Basis for Processing Special Categories of Personal Data</b>	N/A
<b>Who the data might be shared with</b>	<ul style="list-style-type: none"> <li>• Public register</li> <li>• Local authorities in Hampshire</li> <li>• Hampshire Fire &amp; Rescue Service</li> <li>• Central Government</li> <li>• Other LA departments including Council Tax, Housing Benefit, Housing and Homelessness, and Planning</li> </ul>
<b>How Long Will the Data be Kept For</b>	<ul style="list-style-type: none"> <li>• Your data will be retained for the duration of the licence.</li> <li>• Your data will be deleted 5 years after the</li> </ul>

	licence has lapsed						
<b>Our use of your data will be subject to the following legal rights</b>	<ul style="list-style-type: none"> <li>• Your Right to be Informed</li> <li>• Your Right to Access your personal data</li> <li>• Your Right for us to Rectify your personal data</li> <li>• Your Right to Restrict our processing of your personal data</li> </ul>						
<b>When computers make any decisions about you</b>	N/A						
<b>When your data gets sent to other countries</b>	N/A						
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>	<table border="1"> <tr> <td>Postal Address</td> <td>Data Protection Officer Information Governance Team Havant Borough Council Public Service Plaza Civic Centre Road Havant GU31 4EX</td> </tr> <tr> <td>Email</td> <td><a href="mailto:governance@havant.gov.uk">governance@havant.gov.uk</a></td> </tr> <tr> <td>Phone Number</td> <td>02392 446019</td> </tr> </table>	Postal Address	Data Protection Officer Information Governance Team Havant Borough Council Public Service Plaza Civic Centre Road Havant GU31 4EX	Email	<a href="mailto:governance@havant.gov.uk">governance@havant.gov.uk</a>	Phone Number	02392 446019
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Phone Number	02392 446019						
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>	<table border="1"> <tr> <td>Postal Address</td> <td>Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF</td> </tr> <tr> <td>Online Form</td> <td><a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a></td> </tr> <tr> <td>Phone Number</td> <td>0303 123 1113</td> </tr> </table>	Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF	Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>	Phone Number	0303 123 1113
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Phone Number	0303 123 1113						
<b>For our full privacy notice:</b>	<a href="http://www.havant.gov.uk/privacy-policy">http://www.havant.gov.uk/privacy-policy</a>						