



Private Sector Leasing Scheme Privacy Notice

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Private Sector Leasing Scheme Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

This notice relates to owners/ private landlords of rented properties in the Borough where the Council has entered into a lease with the owner/private landlord for a period of up to 7 years. The aim of the Private Sector Leasing Scheme is to improve affordable access into the private rented sector for those people who are at risk of homelessness.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council’s primary privacy notice](#).

This notice provides additional privacy information for:

- Owners/private landlords of properties leased by the Council.

It describes how we collect, use and share personal information about you:

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

We collect Special Information:

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

Purpose(s):

The main purposes for processing your personal information are:

- To keep in contact with you about the management and maintenance of your property
- To notify you when the empty home loan (if applicable) has been repaid

- To pay the agreed monthly rent as per the private sector lease
- To provide you with updates potentially affecting you as a private landlord

Categories of personal data:

In order to carry out activities and obligations as a local housing authority delivering the private sector leasing scheme, we process personal information in relation to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Income and savings details
- Bank account details including name, address, sort code and account number

Special Categories:

We do not collect any of the “special categories” of more sensitive personal information.

The legal bases we rely on for processing your personal information are:

- Necessary to enter into a legal contract in relation to the Private Sector Leasing Scheme
- Necessary to keep you informed or to make payments owed to you as per the lease
- Necessary to make you aware of your legal responsibilities and the Council’s responsibilities as per the terms of the lease
- To administer the operational delivery of the Private Sector Leasing Scheme e.g. correspondence about the management / maintenance of the property

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

Automated decision-making

All the decisions we make about you involve human intervention.

Cookies

To find out how we use cookies please [see our cookie notice](#).

Data sharing

In addition to the general reasons for information sharing described in the council’s primary privacy notice, we share information with:

The management agent, wigan housing solutions, which manages the properties on behalf of the council.

We do not collect or receive any information from external parties about you.

Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

Rights of access, correction, erasure, and restriction

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information.
- To object to how your information is used
- To challenge any decisions made without human intervention (automated decision making)

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Right to withdraw consent at anytime

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you to lease the private rented property through the Private Sector Leasing Scheme, or we may be prevented from complying with our legal obligations per the lease such as any payment obligations or the ongoing operational delivery of the scheme should you agree to lease your property to the Council.

If you wish to withdraw consent, you can e-mail homesGDPR@wigan.gov.uk and your request will be processed within 14 days.

Your rights

In addition to the above you have legal rights in relation to your personal information. You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information, you should e-mail homesGDPR@wigan.gov.uk

Data protection officer

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

Changes to this privacy notice

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.