

Privacy Notice Residential Services

Who we are:

Royal Borough of Windsor & Maidenhead
Environmental Health
Residential Services
Tinkers Lane
Dedworth
SL4 4LR.

Lawful basis for processing information:

Housing Act 2004

The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006.

General Data Protection Regulation Article 6(1)(a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How we collect information:

Personal data is supplied by applicants completing the Application for Licence for House in Multiple Occupation form or our online form on our website

Categories of information collected:

We will collect the Name, Address and Date of Birth of Applicant, Proposed Licence Holder and Property Manager, Property Details & Documents relating to the property & the Occupier Details.

How we use the information provided:

The information supplied is used to determine whether you are eligible for a licence

Who has access to the information about you:

The Royal Borough of Windsor and Maidenhead Environmental Health Residential Services

Who we may share your information with:

The Royal Borough of Windsor & Maidenhead Benefits Team, Council Tax, Building Control, Planning Enforcement & Legal Services, Neighbouring Authorities and other Authorities such as the Police Authority, Fire & Rescue Service, Office of Fair Trading and your Tenants for additional information and verification

How long we store your information:

10 years from the date the information is entered on the system

Does your service utilise automated decision making:

There are no automated decision making processes