**South Oxfordshire District Council**

**Privacy Notice for Assets of Community Value**

We provide an Asset of Community Value Right to Bid (ACV) service which enables eligible community interest groups to nominate local land or buildings to be included in our list of assets of community value. When a listed asset is to be sold, eligible community interest groups will have the opportunity to make a bid to buy the asset.

1. **Information we collect**
* name
* email address
* postal address
* contact number
* information pertaining to why an asset should be listed as an Asset of Community Value
* documentary evidence as part of such a nomination
* evidence of the validity of a nomination for example addresses of registered electors who make up an unincorporated body, as per the requirements of S89 of the 2011 Localism Act
1. **Purpose for collecting this information**

Our lawful bases for processing your personal information are:

* our legal obligations under the Land Registration Rules 2003
* our legal obligation(s) under the Localism Act 2011
* our legal obligation(s) under the Assets of Community Value (England) Regulations 2012
1. **Sharing your information**

Where authorised by legislation, we will share the name and contact details of the nominee and the asset owner and their legal advisors, for example:

* when an eligible community group submit an intention to bid for an ACV
* when the owner requests a review or appeal of the council’s decision to list a nominated asset

To ensure our record keeping is efficient and to be able to provide excellent customer service we hold your personal information in a centralised, online system that can be accessed by officers of the council in order to process your ACV nomination.

(we currently also have personal information of asset owners/ nominators in case folders)

Our software provider Fluent Technology (trading as FlexiGrant) may view your personal information to help us resolve any software issues, but they will not use or access the information outside their contracted work on behalf of the council.

We may share the information you provide with other bodies that are responsible for auditing our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep the information we hold on you accurate and up to date.

1. **Your rights**

With regard to the personal data you provide, you have the right to:

* know what data the council holds about you; best done through a Right of Access request
* update any incorrect or out of date information, either by amending your own records or asking us to do it on your behalf
* ask us, where appropriate, to stop processing/using your data temporarily
* ask us to permanently remove all your personal data from our system/records

To exercise one of these rights please make your request in writing to foi@southoxon.gov.uk or Data Protection Officer, South and Vale District Councils, 135 Eastern Avenue, Milton Park, Abingdon, OX14 4SB. Once we receive your request we will send an acknowledgement and action the request within five working days and forward your request to the relevant team for processing.

1. **Keeping your information secure**

We will take appropriate steps to make sure we hold records about you (on paper and electronically) in a secure way, and we will only make them available to those who have a right to see them. Our security includes:

* Encryption on our mobile devices such as laptops
* Access controls on systems
* Security training for all staff
1. **Retention of your personal information**

Your record will be retained, whether successful or not for five years.

1. **Data Controller & ICO reference**

South Oxfordshire District Council is a registered Data Controller with the Information Commissioners Office.

**Data controller name**: South Oxfordshire District Council Registration number: [Z6629204](https://ico.org.uk/ESDWebPages/Entry/Z6629204)

**Data controller name**: Electoral registration officer for South Oxfordshire Council District Council Registration number: [Z6605488](https://ico.org.uk/ESDWebPages/Entry/Z6605488)

You can find out more about how we handle your data by visiting the Council’s Privacy Notice page on the [website](http://www.southoxon.gov.uk/about-us/contact-us/requesting-information/data-protection-0).

If you believe we have not handled your personal data as we have described here, please either call 01235 422371 or contact us by email to foi@southoxon.gov.uk and your concerns will be fully investigated.  If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO).  You can reach them [through this link to their website](https://ico.org.uk/concerns/) or call them on 0303 123 1113. Their mailing address is:

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

The council’s Data Protection Officer is Adrianna Partridge and she can be contacted on 01235 422485 or email to data.protection@southandvale.gov.uk

*Last edited 19 February 2020*