**Strategic Property – Privacy Notice**

**The reasons why we process your data:**

* Ad-hoc property works
* To enter into legally binding contracts in respect of land and property owned by the council, e.g. leases, licences, easements, wayleaves, conveyances and transfers, etc.
* To manage the contracts as per the terms therein – tasks processed on Concerto
* Contractor information
* Valuation of council assets
* Work associated with general property enquiries

**How we collect your data:**

* Telephone calls
* Online form
* Manual forms
* In Person
* Email

**The lawful basis for processing your data:**

* To fulfil a contract
* To comply with a legal obligation
* To perform a public task
* Received informed consent

**The type of personal data we process:**

* Name
* Contact details
* Billing details
* Location of property
* Signature
* Payment details
* Solicitor details
* Death certificate
* Deed Poll
* Marriage Certificate

**Special (Sensitive) category data:**

Non-Applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-Applicable

**Processing of personal data relating to criminal convictions and offences:**

Non-Applicable

**Sharing your data:**

* Unit4 ERP System
* Concerto Integrated Software Solutions (Software provider)

**Automated decision making:**

Non-Applicable

**How long we keep your data:**

* 6 Years for some records
* Creation date plus 6 years
* Retain for ownership of building plus in perpetuity
* Retain for length of contractual agreement plus in perpetuity