

Wandsworth Borough Council Combined Sales Scheme Register

GDPR Statement / Privacy Notice

**What does this privacy notice do?**

This document explains how we will hold your information on our Combined Sales Scheme. If anything about this is not clear, please do get in contact with us and we will be happy to answer your query.

**Why are you holding this register?**

The purpose of this register is to hold eligible applicant's registration details to enable them to be put forward for the Council's affordable housing schemes.

**What information will you be holding?**

We will need a variety of information from each applicant to enter on our register. As part of our obligations in connection with the register, we may need to contact you from time to time. Therefore, we will require information relating to your specific person, including your name and contact details. Due to the eligibility requirements to enter onto the register, we will request and hold proof of such eligibility. We will hold onto this throughout the applicant's registration period. For any completions, we retain data for 7 years. Withdrawn cases proof will be retained for 2 years, suspended cases proof is held for between 6 months to 1 year and then deleted and with rejected cases proof is held for 6 weeks then deleted.

**Will my information be safe?**

Yes, the data will be kept on the Council's infrastructure and only accessible to staff who need it to process your requests. The Council takes information security very seriously and has a number of policies, procedures and processes to ensure the confidentiality, integrity and availability of all information we hold.

**Will you be sharing my data with anyone?**

Yes for shared ownership we may share information with other Homebuy agents, partner housing providers (registered social landlords or private developers), credit reference agencies, estate agents the Housing Corporation and the Department for Communities and Local Government to nominate you to buy a property and to produce information under the low-cost home-ownership schemes. We may also need to share information on the register with other Government agencies for fraud prevention purposes and other departments within Wandsworth Borough Council in order to monitor and analyse the data as appropriate. However, under these circumstances the data will be anonymised.

**Will you be transferring the data outside the EEA?**

No

**How long will you be holding onto my data for?**

This will depend on whether the applicant is eligible to join the register or not

Rejected: proof held for 6 weeks then deleted

Suspended: proof is held for between 6 months to 1 year then deleted

Withdrawn: retention period is 2 years

Eligible: retention period is 7 years

**How can I request for my information to be removed from the register?**

If you want your personal information taken off the register please contact the Wandsworth Home Ownership team and we will do so.

Please note, we will remove personal data upon request. However, in order for us to monitor trends across the register, we will retain non-person-specific data indefinitely. This information will be completely anonymised and will not be linked to any specific individual or association.

**Is there any automated decision making involved with the register?**

No

**What rights do I have under GDPR legislation?**

Under GDPR legislation, you have a number of rights, including:

- o Right to be informed
- o Right to access
  
- o Right to rectification – if incomplete or inaccurate. Must inform third parties with whom we have shared data with
- o Right to erasure
- o Right to restrict processing
- o Right to data portability
- o Right to object
- o Rights related to automated decision making and profiling

To find out more or to exercise these rights, please access the Councils [Data Protection Policy](#).