

HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE
APPLICATION FORM

Privacy Notice for Houses in Multiple Occupation (HMO) Licence

Service	Private Sector Housing – Licensing in HMO’s (Houses of Multiple Occupation)
Purpose of the Processing (the reasons we use your data)	<p>East Hampshire District Council are the Data Controllers and collect your personal data in order to assess your House in Multiple Occupation (HMO) Licence application.</p> <p>In addition to: -</p> <ul style="list-style-type: none"> • Service delivery • Planning and improving services • Preventing or detecting of fraud or crime
Lawful Basis for the Processing	<p>Legal Obligation under various UK laws including but not limited to:-</p> <ul style="list-style-type: none"> • Housing Act 2004 • Management of Houses in Multiple Occupation (England) Regulations 2006 • Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007. <p>If we cannot use your data East Hampshire District Council would be unable to meet our statutory duties.</p>
Special Categories of Personal Data being Process (if appropriate)	N/A
Legal Basis for Processing Special Categories of Personal Data	N/A
Who the data might be shared with	<ul style="list-style-type: none"> • Public register • Local authorities in Hampshire • Hampshire Fire & Rescue Service • Central Government • Other LA departments including Council Tax, Housing Benefit, Housing and Homelessness, and Planning
How Long Will the Data be Kept For	<ul style="list-style-type: none"> • Your data will be retained for the duration of the licence. • Your data will be deleted 5 years after the

	licence has lapsed						
Our use of your data will be subject to the following legal rights	<ul style="list-style-type: none"> • Your Right to be Informed • Your Right to Access your personal data • Your Right for us to Rectify your personal data • Your Right to Restrict our processing of your personal data 						
When computers make any decisions about you	N/A						
When your data gets sent to other countries	N/A						
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:	<table border="1"> <tr> <td>Postal Address</td> <td>Data Protection Officer, Information Governance Team, East Hampshire District Council Penns Place Petersfield GU31 4EX</td> </tr> <tr> <td>Email</td> <td>governance@easthants.gov.uk</td> </tr> <tr> <td>Phone Number</td> <td>01730 266551</td> </tr> </table>	Postal Address	Data Protection Officer, Information Governance Team, East Hampshire District Council Penns Place Petersfield GU31 4EX	Email	governance@easthants.gov.uk	Phone Number	01730 266551
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Phone Number	01730 266551						
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	<table border="1"> <tr> <td>Postal Address</td> <td>Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF</td> </tr> <tr> <td>Online Form</td> <td>https://ico.org.uk/concerns/handling/</td> </tr> <tr> <td>Phone Number</td> <td>0303 123 1113</td> </tr> </table>	Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF	Online Form	https://ico.org.uk/concerns/handling/	Phone Number	0303 123 1113
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For our full privacy notice:	http://www.easthants.gov.uk/privacy-policy						