

Empty Homes Survey Privacy Policy

Who will control my data once I submit it?

The Vale of Glamorgan Council

Why do you need my information?

When we collect and use your information, we need this to:

- Establish causes of empty properties and solutions to help offer relevant assistance.
- Help us identify house ownership
- Make enquires so we can encourage houses back into reuse using a variety of tools including housing loans and review the situation.

The information that we will ask for:

Name, email address and telephone number for ease of assistance/communication.
Information on the condition of your property and you plans of your property.

What allows you to use my information?

When we collect and use your personal information for our empty homes monitoring, we do so as part of our public duties as a local authority in order to take steps to identify and bring vacant dwellings back into use. This includes giving advice on housing loans availability, information on reduced VAT on renovation work on long-term empty properties and the purchase and leasing of long-term privately owned empty homes. The legislation, policies and guidance that allow us to do this includes but is not limited to Section 85 Local Government Act 2003.

Under some circumstances where an empty house is negatively affecting the area the local authority has a public duty to require an improvement. Your data will be sourced and used as part of this process to seek a warrant for inspection and enforcement action may be considered e.g. compulsory purchase of a property.

Who will my information be shared with?

The information you give us will be processed by the Council's Empty Homes and Loans Officer and shared with the Council's Shared Regulatory Service.

Your data could also be shared with other local or national agencies to prevent crime, protect the public from harm or fraud and protect public funds.

Do I have to provide this information and what will happen if I don't?

No, you do not.

How long will you keep this data for and why?

For further details in relation to individuals' rights, use of data and to view the Council's Corporate Retention Schedule, please use the following link:

https://www.valeofglamorgan.gov.uk/en/our_council/Website-privacy-notice.aspx

How will my information be stored?

Your information is held securely on systems within the Council's Shared Regulatory Service IT network. Any paper documents are held in a restricted access area.

What rights do I have when it comes to my data?

Under data protection legislation you have the right to request access to the information that we hold about you.

In certain circumstances, under data protection legislation, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, blocked, erased or destroyed
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

Requests for information to this Council should be made to:

The FOI Unit
Vale of Glamorgan Council
Civic Offices
Holton Barry
CF63 4RU

Data protection and your rights

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection team by email or post.

Email: dpo@valeofgamorgan.gov.uk

By post:
The Data Protection Officer
Vale of Glamorgan Council
Civic Offices
Holton Barry
CF63 4RU

You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office - Wales

Second Floor, Churchill House
Churchill Way,
Cardiff
CF10 2HH

029 20678400

wales@ico.org.uk

Will this information be used to take automated decisions about me?

No