

Your Personal Data: Corporate Estates & Facilities

What we need

Mid Sussex District Council will be what's known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, health details etc. related to estates and facilities.

Why we need it

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will only be used for statutory purposes to ensure we meet our legal obligations when processing land transactions. Where necessary, we may also use data collected to monitor and improve the Council's performance.

What we do with it

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. In processing your data, we will also share it with other teams internally within Mid Sussex District Council when necessary. This will include the Legal, Finance and Facilities Teams.

How long we keep it

The Council has a data retention schedule and the various service areas all have differing lengths of time they are required to keep data. In some cases, such as planning applications, this may be for a lifetime, but for other information e.g. correspondence this may only have a 2 year retention period. The retention of data within the Estates and Facilities Team varies, see below schedule for details:

Data	Retention period
Leases, licences and related deeds	6+ years
Contact details contained in correspondence in hard-copy property files and electronic property files, invoicing information on Tenants on our electronic finance system 'Financials Web'	6 years
Licensing data, contaminated land	5 years
Referencing checks on residential Tenants	2 years after the Tenant has vacated
Temporary licences	6 months after the Tenant has left the site
Contact details and lease details held on our asset and property management system)	As and when they change
Contact details for those who have expressed interest in purchasing MSDC owned property/land	As and when details become obsolete

What are your rights?

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal data please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email foi@midsussex.gov.uk or write to
Data Protection Officer
Digital & Customer Services
Mid Sussex District Council
Oaklands Road
Haywards Heath, RH16 1SS