

Privacy Notice – Damp and mould strategy consultation event

Who we are

London Borough of Newham (LBN) is registered with the Information Commissioner's Office (ICO) as a 'Data Controller' This privacy notice applies to you ('the service user') and LBN ('the Council'). The Council takes the privacy of your information very seriously.

What data do we collect

We collect your email address, phone number address and housing tenure. We also ask about any accessibility requirements but will not require you to disclose details of any disability or medical issues.

Why we collect your data

We collect data about where you live so that we can respond to any issues with your property that you might raise when you are in the meeting. We ask about accessibility requirements so that we can ensure we are able to accommodate your needs at the event.

The lawful basis for processing your data

The lawful basis we use to process your data as set out in UK data protection legislation is

Consent: you give us your clear consent for us to process your personal data for a specific purpose.

We will only process personal data where we have consent to do so, and you can withdraw your consent at any time.

How we use your data

We will use your data to send a confirmation email and make any necessary accessibility adjustments to enable you to attend. With your consent, we may use your data to investigate any issues with your Council property that you make us aware of.

Who we will share your data with

We will not share your personal data with any third party.

How long we will keep your data

We will keep your data safe and secure for a period of 1 month in line with our retention Schedule. After this time, it will be securely destroyed.

How do we protect your data

We comply with all laws concerning the protection of personal information and have security measures in place to reduce the risk of theft, loss, destruction, misuse or inappropriate disclosure of information. Staff access to information is provided on a need-to-know basis and we have access controls in place to help with this.

Know your rights

We process your data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Find out about your rights at [Your rights – Processing personal data privacy notice – Newham Council](#) or at <https://ico.org.uk/your-data-matters/> If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk