

Privacy Notice

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.

This privacy notice relates to our functions relating to emergency fire safety works. It provides additional information that specifically relates to this service, and should be read together with our [general privacy notice](#), which provides more detail.

What data do we process

We process your name, address, telephone and email contact details.

Why we process your data and how we will use it

We process your data so that our contractor, Greyline Group Limited, can contact you to arrange an appointment to carry out fire safety surveys, known as compartmentation surveys, within your flat. Any identified fire safety issues will be followed by remedial works in accordance with legislative requirements.

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:

Article 6 (c) Legal obligation: the processing is necessary for us to comply with the law &

Article 6 (e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The relevant basis in law is:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Building Safety Act 2022

Who we will share your data with

We will only share your data with Greyline Group Limited for the purpose of booking your appointment.

How long we will keep your data

We will keep your data safe and secure for the duration of the project, which is expected to conclude in September 2026. After the conclusion of the project, 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](#)

WE ARE NEWHAM.

[data privacy notice – Newham Council](#) or at [For the public | ICO](#) If you have any queries or concerns relating to data protection matters, please email: dpo@newham.gov.uk