

PRIVACY NOTICE: HMO Landlord Licensing Scheme

The name and contact details of the data controller:

*London Borough of Camden,
Judd Street
London.
WC1H 9JE
020 7974 4444,*

The name and contact details of the data protection officer:

*Andrew Maughan, Borough Solicitor
dpo@camden.gov.uk*

The purpose of the processing:

The council is required to carry out a statutory consultation regarding the renewal of the current additional licensing scheme relating to houses in multiple occupation (HMOs), under section 56 of the Housing Act 2004 as the current one has come to an end. The consultation can be found here: camden.gov.uk@hmoconsult

We must involve residents, tenants, local businesses and landlords and managing agents in Camden and the neighbouring boroughs (Barnet, Brent, Haringey, City of London, Westminster and Islington). We are asking you to complete a short survey to get your views about the proposal. If you want to receive a copy of designation about the scheme, we will require your name and email or postal address.

We are collecting some special categories data (ethnicity and disability) as we want to know more about our customers and stakeholders to enable us to meet their needs and improve our services. This data will be anonymised and used for this purpose only.

The legal basis for processing:

Our legal basis for processing under the General Data Protection Regulation is Article 6(1)(e)- a task carried out in the public interest and Article 9(2)(g)-substantial public interest.

We have a statutory obligation to carry out the consultation under section 56 of the Housing Act 2004 and section 59 states that a copy of the designation regarding the scheme should be sent to persons responding to the consultation. However, it is optional for you to give your name and email or postal address.

The categories of personal data:

- *Name and either postal address or email.*
- *Age*
- *Gender*
- *Disability*
- *Ethnicity*

The categories of recipients that the council has or will disclose the data to:

The Council will not disclose the data to any other organisations. It will only be used to inform this survey.

Whether the council will transfer their data out of the EU/EEA:

We will not transfer your personal data outside the EU/EEA

The criteria used to decide the retention period:

Any personal data will be kept for no more than one year after any decisions have been finalised. To find out more information about the Council's retention policy see the corporate privacy notice <https://www.camden.gov.uk/data-protection-privacy-and-cookies#yedw>

Your data subject rights:

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website <https://www.camden.gov.uk/your-rights> and the ICO website <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> for more information.

The right to lodge a complaint with a supervisory authority:

You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can contact the ICO at casework@ico.org.uk telephone 0303 123 1113, or post to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Information about whether giving personal data is part of a statutory or contractual requirement or obligation:

As explained above this is a statutory consultation and, in the event of the Council deciding to introduce an additional licensing scheme, the Council is obliged to send a copy of the designation to those responding to the consultation. Respondees can choose whether to give their name and email or postal address and therefore whether they receive a copy of the designation.

Automated decision making and profiling:

We are not using automated decision making or profiling to process your personal data.

What information is mandatory for you to provide and the consequences of not providing the information:

There are no consequences to not providing the information, beyond not receiving a copy of the designation. If a designation is made, a copy will be published in the press and will be available on the Council's website.