

Privacy notice - Estates and council markets

Lawfulness of processing

Processing your personal data is necessary to fulfil our contractual obligations to you in respect of managing your lease/licence agreement.

Wyre Council will use your personal information in the main to fulfil their contractual arrangements; this will include sharing your information internally or externally with utility providers, business rates and maintenance contractors or any other party only where it is necessary in performing the terms of your lease/licence agreement.

The council participates in the National Fraud Initiative (NFI) data matching exercise carried out by the Cabinet Office. Our participation in NFI will assist in the prevention and detection of fraud against the council and organisations within the public sector. The use of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under part 6 of the Local Audit and Accountability Act 2014.

Data retention

We will hold your data for fifteen years following the end of your lease/licence (where a lease/licence has been renewed this will be from the end of the latest agreement), or after the end of all obligations by you or the council have been met, whichever is later. After this time, your personal data will be deleted from our records and any paper documents will be shredded.

Your rights

You have the right as the data subject to access your data. If you feel the data we hold is inaccurate or incomplete, you are entitled to have your personal data rectified. Please contact wyre.gov.uk for further information. You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.

For more information on how the Council handles your data, please visit wyre.gov.uk or contact the Councils Data Protection Officer, Joanne Billington on 01253 887372