

# Property Services Privacy Notice

version v1.0

## Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on this web page. This Notice was last updated on 8th March 2021.

This privacy notice applies to the property services provided by Worcestershire County Council and should be read in addition to Worcestershire County Council's [Full Privacy Notice](#).

The privacy notice will cover:

- x [Purpose for processing](#)
- x [Personal information collected and lawful basis](#)
- x [Who we may share your information with](#)
- x [How long we will hold your information](#)
- x [Your information rights](#)

## Purpose for processing

The services process personal information in order to provide property services either directly or jointly with partners and commissioned private and third sector providers. This includes:

- x Corporate Landlord services including Estates, Property Asset Management and Energy Management
- x FM and Projects including Facilities Management and County Hall Mailroom, Caretaking, Capital Projects, and Compliance

Including:

- x Dealing with enquiries regarding the Council's land and / or property (or land and TneC /Span ra

PN0057 Property Services Privacy Notice

The service processes personal information,

## PN0057 Property Services Privacy Notice

unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

### How long we will hold your information

Records are retained in line with the entries in the [Council's Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

### Your information rights