



## Privacy Notice

This privacy notice explains how Buckland Newton Community Property Trust (BNCPT) uses any personal information we collect about you.

### **What information do we collect about you and why?**

BNCPT collects and uses personal data on the basis that it is in its legitimate interests to do so, and in order to allow us to carry out our obligations to residents of Lydden Meadow.

**From our residents:** We collect information via your initial application process and throughout our relationship with you for the purpose of performing our contract with you as tenants or leaseholders. The provision of your personal data is required in order to enter into this contract. We may keep records of correspondence made to or by us for an appropriate time in order to provide this service.

### **How long do we keep this information?**

If you are a resident we will keep your information for as long as is necessary.

If you have enquired about, or applied to be resident, we will keep your personal details for a year after your application, unless you specify in writing that your name can be held on the waiting List. You may ask us to remove you from our Waiting List at any time.

If you were a BNCPT resident, but have now left Lydden Meadow, we keep most of your information for 7 years after termination of your Tenancy or Lease Agreement.

### **Who do we share your information with?**

- Magna Housing Association with whom we have a Data Sharing Agreement
- Dorset Council Housing Department in relation to allocating a property.
- Services providers in order to repair and maintain the properties and services.
- Our appointed auditors, accountants, lawyers and other professional advisers, to the extent that they require access to the information to provide advice;
- Fraud prevention agencies and other organizations to allow us to undertake the relevant checks;

## **We will not lend or sell your information to third parties.**

Your personal information may need to be shared with our service providers, Where we do so, we will ensure that we do this in accordance with current data protection legislation.

You have certain rights in respect of the data we hold relating to you. You are entitled to know the information we hold relating to you and to request rectification, erasure, or restriction of the information we hold about you.

We will endeavor to keep your information accurate however if at any time after giving us this information, it becomes out of date, then we ask you to notify us directly and we shall remove or amend the information within a reasonable time frame and in accordance with legislative requirements.

Internet communication, which includes email, is not secure. We cannot accept any responsibility for unauthorized access by a third party or for the loss, theft or modification of data while it is being sent to us by email.

## **Changes to our Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was first issued in May 2018. We reserve the right to update this privacy notice at any time and we will advise you when we make any substantial update to it.

## **Complaints**

If you have a complaint, please contact a Trustee. Contact details are available on the website [www.lyddenmeadow.co.uk](http://www.lyddenmeadow.co.uk).