

Housing Development Service

Privacy Notice

How we use your personal information

We will use your personal information to contact you with details about:

- Housing development
- Landlord services
- Empty homes regeneration
- Accessible housing provision

We are required to do this to:

- provide you with a housing development service
- provide you with accessible accommodation
- provide support to landlords and owners
- undertake legal duties

What we will do with it

Your personal information will be held and used by the council.

We will share your information with:

- Contractors – to undertake refurbishment and housing works
- Devon County Council – in connection with the provision of rented housing
- Police – in connection with the provision of rented housing
- Registered providers – in connection with tenancy sign ups

How long will we keep your information?

Our Corporate Retention and Disposal Policy sets out how long we are required to keep your information. We will keep your information for the following periods:

- Copy of general letters – dependent on content - 1 year after the completion of contract or case
- Contracts – Copy tender specification – 1 year after start of the contract
- Contracts – Opening notice – 1 year after start of the contract
- Contracts – Tender Envelope – 1 year after start of the contract
- Contracts - Evaluation Criteria:
 - Ordinary contracts – 6 years after terms of contract have expired
 - Contracts under seal – 12 years after terms of contract have expired
- Contracts – Successful tender documents
 - Ordinary contracts – 6 years after terms of contract have expired
 - Contracts under seal – 12 years after terms of contract have expired
- Contracts - Unsuccessful tender documents - 1 year after start of contract
- Contracts - Post Tender Negotiation/ Clarification of Contract - 1 year after terms of contract have expired
- Contracts – Signed Contract
 - Ordinary contracts – 6 years after terms of contract have expired
 - Contracts under seal – 12 years after terms of contract have expired

What will happen if you don't provide your personal information?

If you do not provide us with your personal information:

- You will not be provided with information on new housing developments
- We will be unable to include you in consultation matters
- You will not be contacted about landlord events
- We will be unable to contact you regarding accessible property
- We will be unable to supply you with information relating to grants and loans

More information

For more information about how we look after your information or to find out more about your rights, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer on 01392 265257.