



Why we are collecting the data

Fylde Borough Council Estates & Assets provide a number of services which include property management of operational and commercial property assets, and the management of concessions to ensure the cost effective use of property assets and the maximisation of income from those assets.

In order to carry out these statutory functions it is necessary to process personal data.

With whom we will be sharing the data

Fylde Borough Council Estates & Assets may share data with other government departments and agencies, local authorities and any referees that are given in pursuit of a tender bid or property offer, in pursuance of the aim of the Council's duty to obtain best value from the use of its property assets.

For how long we will keep the (personal) data.

Your (personal) data will be held for as long as is necessary for the purposes for which it has been collected.

Any personal data will be stored in a secure Fylde Borough Council IT system upon the Technical Services Department system. It will not be transferred to a country outside the European Economic Area or used for any automated decision making.

Your rights, e.g. access, rectification, erasure

Where the data we are collecting is your personal data, you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you;
- b. to ask us to stop using your data, but keep it on record;
- c. in some circumstances to have all or some of your data deleted or corrected;
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113; and
- e. the right to withdraw consent at any time (where relevant).