



Spelthorne Borough Council Privacy Notice For Allocation Policy Consultation

Spelthorne Borough Council will be collecting your personal details which you provide when you contact us about the Allocation Policy including taking part in any consultations the Council holds.

Section 168 (3) of Housing Act 1996 requires that when an authority makes an alteration to their scheme reflecting a major change of policy, they shall within a reasonable period of time take such steps as they consider reasonable to bring the effect of the alteration to the attention of those likely to be affected by it.

In order to comply with the Data Protection Act and General Data Protection Regulation, Spelthorne Borough Council must provide you with the following information about the personal data you give to us:

- The Council will use the data provided to
 - Reply to any emails, letters or phone calls you make about the Allocation Policy, and/or,
 - Carry out consultations on the Allocation Policy.We are able to do this as it is in the public interest.
- For consultations, the Council uses <https://consult.spelthorne.gov.uk/>, which is a web-based user-friendly consultation application, based in the UK. Your information is collected and kept by this application when you take part in a consultation. There is further information available to you in the terms and conditions on <https://consult.spelthorne.gov.uk/>.
- The Council will keep your personal data for a maximum of 6 years after the last contact, or 6 years after data collection whichever is the longer – as detailed in the Council's retention policy. The consultation application will retain your data in line with their retention period. The Council will retain the responses given (anonymously) so as to retain the integrity of the data used in the formulation of the relevant policies / strategies.
- If you have any direct enquiries, Spelthorne Borough Council's Data Protection Officer can be contacted at data.protection@spelthorne.gov.uk
- For further information about how the Council uses your personal data, including your rights as a data subject, please see [Exercising your data protection rights on the Council's website](#).

Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB

www.spelthorne.gov.uk

28/02/2022