

Property Service Privacy Notice

Who we are:

Property Services
Royal Borough of Windsor and Maidenhead
Town Hall
St. Ives Road
Maidenhead
SL6 1RF

Lawful basis for processing the information:

Local Government Finance Act 1992

How we collect information:

Tenant/Guarantor supplies personal data other info obtained via open source i.e. Companies House, Linked-in, website.

What information is collected:

Name, address, bank details, referees, guarantees name and address.

How we use the information provided:

To check authenticity of applicant details and include within legal documents.

Who has access to the information about you:

Council officers and solicitors whilst in the process of progressing legal documents.

Who we may share your information with:

Legal Services, other solicitors.

How long we store your information:

Property Services will keep all information until full settlement under the property agreement (term or otherwise if terminated sooner), thereafter original agreement document, both electronic and hardcopy are kept in perpetuity, however other electronic records containing financial information will be deleted after two years.

Does your service utilise automated decision making? – No