

Privacy Notice - Address Management

Who we are:

Address Management
ICT Services
Place Directorate
Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF

Email: address.management@rbwm.gov.uk.

Lawful basis for processing the information

Town Improvement Clauses Act 1847 section 64 and the Public Health Act 1925 sections 17-19

How we collect information:

Personal data is supplied by service users by completing New Address Registration Form or Address Amendment Form available for download from our website or sent if requested to service users. Personal data is also supplied by third parties such as third parties such as Property Developers, Letting Agents and Landlords.

What information is collected:

Property owners' name, address, contact and invoice details and their property ownership status.

How we use the information provided:

Name and address are supplied as part of contact details to be used as part of the initial and continuing contact with service users. Name and address are used for invoice creation and potential debt recovery. Name and address and property ownership is collected as only a property owner can apply to change their own address.

Who has access to the information about you:

Data is stored on networked drives and in a case management database accessed only by the Address Management service.

Who we may share your information with:

We share contact details and property ownership data with Revenues and Benefits.

How long we store your information:

Our standard retention policy is 6 years.

Does your service utilise automated decision making? – No