



Local Housing Strategy – House Condition Survey

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

House Condition Survey

The Housing (Scotland) Act 2001 ("the 2001 Act") places a statutory requirement on local authorities to produce a Local Housing Strategy that sets out its strategy, priorities and plans for the delivery of housing and related services.

In order to progress its Local Housing Strategy, the Council must gather information on the condition of housing within the Inverclyde area. The Council has instructed David Adamson and Partners to carry out a House Condition Survey to assist with this.

What information do we need?

The information may include personal details such as name, date of birth, email address and phone number. Please note that we may collect, with the survey participant's permission, special category data, for example questions about ethnicity or health.

David Adamson and Partners will only collect personal data where you choose to provide it. We keep the collection of personal data to the minimum and only ask for personal data which we believe is necessary for meaningful research. All the findings are anonymised, you will not be able to be personally identified.

Why we need this information?

We need this information to better understand the condition of housing within the Inverclyde area. The purpose of this Privacy Notice is to inform those that participate in the survey that they will have their personal data collected by David Adamson and Partners and shared with the Council in order to assist with developing its Local Housing Strategy.

Any information collected by David Adamson and Partners will be anonymised before being sent to the Council. The Council will not be able to personally identify individuals from the information collected and passed to it. As soon as the anonymised information has been passed to the Council, David Adamson and Partners will delete the survey response information held by them.

Legal basis for collecting and using information

Data Protection legislation sets out when we are lawfully allowed to process your personal data. The lawful basis we are relying on for this processing is Article 6(1)(e) of the UK GDPR which states that processing is necessary for the performance of a task carried out in the public interest.

We may require to collect special category data. Please note that any use of information is proportionate and necessary for statistical or research purposes under UK GDPR – article 9(2)(g) and article 9(2)(j).

What will we do with your information?

Your answers in the survey are treated with care and we will not publish survey results in a form that can reveal your identity. The information is used for non-commercial statistical and research purposes only. We do not share or use your information for commercial or marketing purposes.

These answers will be collected by David Adamson and Partners, as data processor, and then passed to Inverclyde Council as data controller. David Adamson and Partners are not able to use the data they have collected for any other purpose aside from the purpose of carrying out a House Condition Survey.

Information collected may be shared with Police Scotland and NHS Scotland if there are concerns in relation to an individual's wellbeing.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at [Data Protection Policy - Inverclyde Council](#) or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Phone: 0303 123 1113 or visit the Information Commissioner's Office's website –[Information Commissioner's Office \(ICO\)](#).

but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit [Privacy - Inverclyde Council](#).

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.