

## **Privacy notice for Mobile Homes Register of Fit and Proper Persons**

Housing Standards (Public Health and Housing) is a service of West Suffolk Council. This privacy notice explains how we use any personal information we ask you for when completing your application for inclusion in the Mobile Homes Register of Fit and Proper Persons.

### **What information do you collect about me?**

We will collect personal and business information about you as you complete your application.

Why do you collect this personal and business information and how do you use it? You are applying for inclusion in the Mobile Homes Register of Fit and Proper Persons under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 and we require the information to assess your application before we can process the application for registration. The information you provide will only be used for these purposes and we will only contact you should we require further information about your application. All of your information will be processed in accordance with the General Data Protection Regulation (GDPR) and will only be used by us. Please note that your name and business address and the name and business address of any manager will appear on a publicly available register. Apart from that register we will not disclose any personal information to any other third parties unless required to do so by law. For more information on how this is done visit: [How we use your information](#)

### **General Data Protection Regulation**

Any personal information we capture about you is processed under the terms of GDPR and the council's [Data Protection Policy](#).

### **Can I access the information you hold about me?**

Under GDPR you can ask for access to information we hold about you. This is called a data subject access request; you will need to request this information in writing. To help you in this process please complete the online Data Subject Access Request form. You will be required to provide proof of identity in person. We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

If the information we provide is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not agree that the information is incorrect you may ask us to record your disagreement – more information on your rights under GDPR can be found at in the council's [Data Protection Policy](#).

If you wish to complain about the way in which your request has been processed then your complaint will be dealt with as a Step Two complaint in accordance with our complaints procedure

If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner, visit their page: Information Commissioner, report a concern

### **How can I contact you?**

Please contact us if you have any questions about this privacy notice or information we hold about you by emailing: [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk) or write to us at: Data Protection, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.