



ENFIELD INNOVATIONS LTD

PRIVACY NOTICE

ADOPTED OCTOBER 2015

PRIVACY NOTICE

HOW WE USE YOUR INFORMATION

Enfield Innovations Limited ("We", "Us" or "Our") is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data We collect from you, or that you provide to Us, will be processed by Us. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it.

1. Who We Are

- 1.1 For the purpose of the Data Protection Act 1998 (the Act), the data controller is Enfield Innovations Limited of Civic Centre, Silver Street, Enfield, EN1 3XA.
- 1.2 We are a company owned by Enfield London Borough Council ("the Council") and established in 2014 with a view to providing high quality private rental properties within the London Borough of Enfield (the "Borough"). We have appointed a Managing Agent (the "Managing Agent") to manage the properties on Our behalf.

2. Your Rights

- 2.1 The Act gives you the right to request a copy of the information that We hold about you. If you would like a copy of some or all of your personal information, please contact Us via the website (www.enfieldinnovations.co.uk) or write to Us at the following address:

Enfield Innovations Ltd
Civic Centre
Silver Street
Enfield
EN1 3XA

- 2.2 Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

3. How We Use Your Information

- 3.1 We may use information held about you in the following ways:
- 3.1.1 for the purposes of managing your tenancy and providing general housing and support to you;
 - 3.1.2 to carry out Our obligations arising from any contracts entered into between you and Us;
 - 3.1.3 to enable the Council to oversee the management of the properties and services carried out by the Managing Agent on Our behalf.
 - 3.1.4 to ensure that We meet any legal requirements imposed upon Us;
 - 3.1.5 to protect individuals from harm or injury where necessary;
 - 3.1.6 as otherwise permitted under the Data Protection Act 1998.

4. Will We Share Your Information With Other Third Parties?

- 4.1 We will share your information with the Managing Agent and the Council to enable the management of your tenancy. We may also share your information with other third parties, but only where this is necessary either to comply with a legal obligation or where permitted under the Data Protection Act 1998.
- 4.2 Information that you give to the Managing Agent in relation to your tenancy will be shared with Us and may also be shared with the Council, acting on Our behalf, for the purposes of managing your tenancy and providing general housing and support to you (as appropriate), and as described in clause 3 above.

5. How Long Will We Keep Your Information?

We will only keep your information for as long as you are a tenant and as long as a business justification remains beyond that.

6. Changes to This Notice

- 6.1 We will regularly review and update this privacy notice to reflect any changes in the services that We offer, as well as to comply with changes in the law. Where appropriate, We will notify you of the changes.

7. How to Contact Us

- 7.1 Please contact Us if you have any questions about this privacy notice or information that We hold about you:

Enfield Innovations Ltd
Civic Centre
Silver Street
Enfield
EN1 3XA

Alternatively please submit a request via the website:
www.enfieldinnovations.co.uk