



# **Rural Estates**

## **Privacy Notice**

**Date:** May 2018  
**Version:** 2.1

## **Who we are**

Hertfordshire County Council Rural Estates Team manage a let agricultural estate as part of the Estates and Asset management function of the Resources Department. Our normal business can be summarised as:

- Providing property and land to rent.
- Property maintenance and repair.
- Managing your tenancy, lease or other contract, and account as your landlord.

The information is collected on behalf of Hertfordshire County Council which is the data controller.

## **Why we need your information**

The information we hold is gathered for Hertfordshire County Council Rural Estates to assess applicants applying for property and land to rent.

## **What we will do with your information**

The information you give us will be held by Hertfordshire County Council and the Rural Estates team of Hertfordshire County Council and will only be used to assess applications.

The information is being gathered and will be processed on the basis that you are giving consent for us to do so. If you wish to withdraw consent at any time you can do so by contacting the Rural Estates Team using any of the following methods:

- Telephone: 01992 556238
- Email: [rural.estates@hertfordshire.gov.uk](mailto:rural.estates@hertfordshire.gov.uk)
- Post: Rural Estates  
Hertfordshire County Council  
CHO 343  
County Hall  
Hertford, SG13 8DQ

We will not share this information with a third party or use it for any other purpose.

## **How long we will keep your information**

We will keep your information until you wish to withdraw consent for us to or after a period of 2 years.

## **Your rights**

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.

- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

If you would like to request copies of your data, request that your data is deleted or have any other queries in relation to data which the Council holds about you please contact the Data Protection Team.

Data Protection Team  
Hertfordshire County Council  
County Hall  
Pegs Lane  
Hertford  
SG13 8DQ  
Tel: 01992 588099  
Email: [data.protection@hertfordshire.co.uk](mailto:data.protection@hertfordshire.co.uk)

You can also contact our Data Protection Officer at [dataprotection.officer@hertfordshire.gov.uk](mailto:dataprotection.officer@hertfordshire.gov.uk) or in writing to the address above.

If you are unhappy with the way that Hertfordshire County Council has used your data or with the way we have responded to a request you also have the right to contact the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk) .