



Data Protection

The processing and transfer of personal data from East Kent Housing to Dover District Council during the transition period.

For Dover District Council to effectively take over management of East Kent Housing's tenancies. The Council requires access to information held on East Kent Housing's Microsoft 365 system, this is so we can obtain the necessary information such as correspondence with tenants that will be relevant in dealing with future queries and relevant supporting documentation. Employees and tenant's personal data held by East Kent Housing in their Microsoft 365 system will therefore be transferred to the Council.

The Northgate Housing System will also be transferred to the Council; we will have access to personal data on both systems before the service is taken back in house on the 1st October 2020. This will be information we are data controller of which without access to we would not be able to prepare to take over the services and would not be able to migrate the data needed to ensure it transitions back in house.

The processing of personal data is to take place before the service is taken back in house on the 1st October 2020. The personal data held on the systems will be East Kent Housing staff, members of the public, contractors and tenants.

Our lawful basis for processing your personal data is:

- GDPR Article 6) 1. (b) processing is necessary for the performance of a contract. This is in relation to your tenancy agreement.
- GDPR Article 6) 1. (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. (i.e. the management of the housing stock pursuant to the Housing Act 1985.)

Some of the personal data we may process is classified as special category or criminal offence data. For us to process this information we are required to have an appropriate policy document. This details how this information is handled in compliance with data protection legislation. This document is appended to our data protection policy which can be found here www.dover.gov.uk/Corporate-Information/PDF/Data-Protection-Policy.pdf

For further information on how Dover District Council process and protect your personal data and for information on your rights, please visit our website and view our corporate and housing service privacy notice which can be found here at www.dover.gov.uk/privacy