

Privacy Notice for Street Name & Numbering

Processing activity

In order to provide the street name and numbering service, it is necessary for us to collect and process personal information about you.

We will process personal information relating to your street name and numbering application

Information requirements

This information may include:

- Name
- Address
- Contact details (phone number/email address)
- Correspondence between you and the Council

Lawful bases

Our **lawful bases** for processing your personal information are:

- for the performance of our public task or in the exercise of official authority

Data sharing

The information above may be shared with the following for the purpose of keeping address details up to date:

- Dover District Council departments including: LLPG, Benefits, Waste, Environmental, Planning, Land Charges, Council Tax, Parking, Electoral.
- Royal Mail
- Emergency Services including: Kent Fire and Rescue, Kent Police, South East Coast Ambulance Service
- Valuation Office
- Utilities Including: Southern Water, Veolia, British Gas
- NHS
- Kent Gazetteer (KCC)
- Ordnance Survey

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.