

Agenda 10a).

OFFICIAL

F+O 30/10/23



Defence
Infrastructure
Organisation

Estates Data Management Team
Defence Infrastructure
Organisation
Forthview House
30 Hilton Road
Rosyth
KY11 2BL

Email:

DIOEstates-DataManagement@mod.gov.uk

30 Sept 2023

Title – Data Protection Information

In accordance with General Data Protection Regulations, the enclosed information is to advise you of the information we hold regarding your lease/licence arrangement with us.

On this occasion we have posted information to you. For quicker communication in future it would be appreciated if you could supply us with an up to date email address if you have one.

Please email updated email address to - DIOEstates-DataManagement@mod.gov.uk

Yours Sincerely

Martin Meggs

Estates Data Management Team

OFFICIAL

MOD PRIVACY NOTICE APPLICABLE TO MOD LANDLORDS AND TENANTS

Content

Personal Data

The identity and contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer

Why are we collecting or processing your data?

Our legal basis for processing your personal data

With whom we will be sharing your personal data

For how long we will keep the personal data, or criteria used to determine the retention period

Your rights

Transfer of personal data to other countries

Automated decision making

How we store personal data

How to complain if you are not happy

What is the purpose of this document

The following is to explain your rights and to give you information you are entitled to under the Data Protection Act 2018.

Please note this refers to your personal data (your name; address and anything that could be used to identify you personally).

The identity and contact details of Ministry of Defence (MOD) Data Controller and Data Protection Officer

The Ministry of Defence is the data controller. The contact detail is MOD Main Building, Whitehall, London SW1A 2HB.

The MOD Data Protection Officer can be contacted at:

MOD Data Protection Officer
Ground floor, zone D
Main Building
Whitehall
London
SW1A 2HB

Email address: cio-dpa@mod.gov.uk



The kind of information we hold about you

DIO holds your name and contact details (address, telephone number and e-mail address (if supplied)).

How we collect or use your data

This information has been gathered as part of the process of agreeing a lease/licence and its terms with you.

Why are we collecting or processing your data?

Your personal data is being collected to manage the lease/licence agreements we hold with you as a Landlord/Tenant and to ensure correct procedures are followed between us.

Our business activities can be summarized as:

- Managing your lease/licence account charges and payments, including arrears.
- Managing the repairs, maintenance and adaptations of properties.
- Ensuring tenancy conditions are complied with.
- Complying with relevant legislation & regulations.

Our legal basis for processing your personal data

We use the lawful basis of "Contract" to process your personal data.

With whom we will be sharing your personal data

MOD shares your name and contact details with our industry partners (contractors & service providers) who are carrying out services on our behalf. Our industry partners are required to comply with the Data Protection Act 2018 and ensure data is managed appropriately and for specific purposes.

MOD may need to share personal data with other government departments and agencies, police and law enforcement agencies, courts and other judicial bodies, with utility companies or with other organizations and agencies where we are legally allowed to do so.

How we store personal data, for how long and the criteria used to determine the retention period

This data will be stored in a secure government IT system. As advised above, the data may be shared with our industry partners when it is necessary to fulfil Landlord/Tenant obligations.

Your personal data will be held for as long as the agreement is active or where money is owed on the account, and for an initial period of six years afterwards. After 6 years the basic history of the tenancy including who held the tenancy and all expired legal documents will be archived and all other records will be managed according to our records management and data retention policy [JSP 441](#) which is available online.



After the retention period has elapsed all data will be destroyed securely in line with MOD data destruction policy.

Your rights

Under Data Protection legislation you have the following individual rights with regards to your personal data:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

Further information can be found at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Transfer of personal data to other countries

This data will not be sent overseas (outside the UK).

Automated decision making

This data will not be used for any automated decision making.

How to complain if you are not happy

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact:

MOD Information Rights Team
Ground floor, Zone D
Main Building
Whitehall
London SW1A 2HB

Email: cio-dpa@mod.gov.uk

We will acknowledge your complaint within 5 working days and send you a full response within 20 working days. If we can't respond fully in this time, we will write and let you know why and tell you when you should get a full response.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. **If you have any questions about this privacy notice, please email the Information Rights Team: cio-dpa@mod.gov.uk.**