

**DATA PROTECTION** -. We will collect and use your personal information to administer the houses in multiple occupation (HMO) licensing process.

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

- our legal obligation(s) under the Housing Act 2004
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us under the above legislation

**Reasons for processing** - some of the information that is collected and shared is classified as:

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Private Sector Housing at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and your rights.