

## **Assets of Community Value Privacy Notice**

**Arun District Council (ADC) collects information about you in order to provide you with the Asset of Community Value (ACV) nomination service**

### **Information Collected**

We will be asking you for:

- Your personal details including name, address & contact details

### **Why we collect this information**

- Your personal details are used to identify you and to correspond with you during the ACV process
- We also use your address to verify that you are eligible to nominate ACV's within Arun

### **Who might we share this information with**

- We may share your name, as the nominee, with the Owners/Legal representatives of the property being nominated if requested

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

- Any data we collect from you is transferred and stored electronically
- Paper documentation holding your personal data will be stored for at least 5 years being the period that an ACV can remain on the Register, after this time the paper records will be destroyed

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

- We will keep all your information for a minimum of 5 years, or until the property is removed from the Register.

### **Your rights**

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/terms-and-conditions> . You can also contact the Council's Data Protection Officer on:

Email: [liz.futcher@arun.gov.uk](mailto:liz.futcher@arun.gov.uk) or

Tel: 01903 737610

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>