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**Privacy Notice**

**Service description**

This is a specific privacy notice about the collection and processing of personal data by the London Borough of Tower Hamlets, as part of public procurement activity for the Young People’s Supported Housing Pathway. It covers personal data which is collected and processed as part of market engagement for the Pathway.

**What information we will hold**

We will hold the contact details (name, email address and organisation) of landlords and potential bidders who respond to our market engagement questionnaires, and/or who participate in our market engagement workshops.

**Why are we collecting this information, and how will it be used?**

We are collecting this information to facilitate working relationships between landlords and support providers, and to support the procurement of the Young People’s Supported Housing Pathway. We may use the personal data submitted through our market engagement exercise(s) to:

* Contact landlords and providers in connection with the procurement of the Young People’s Supported Housing Pathway;
* Introduce support providers to landlords who are happy for their buildings to be used as part of the Young People’s Supported Housing Pathway;
* Verify that landlords are approved by Tower Hamlets’ Housing Procurement team.

**Legal basis for processing personal information**

The lawful basis under which we process your personal data is **processing using your consent**.

You have the right to withdraw your consent at any time, using the contact details provided on the market engagement questionnaire. You also have the right to access your data, to correct your data if it is incorrect, to ask for your data to be deleted, and to ask for a copy of your data to be transferred to another organisation.

The information you provide will be used by the London Borough of Tower Hamlets, as the Data Controller under the General Data Protection Regulation and UK Data Protection Legislation. If you have any concerns, the Council’s Data Protection Officer can be contacted on DPO@towerhamlets.gov.uk.

**How long do we keep your information?**

We will only hold your information for as long as is required by law and to provide you with the necessary services. Section 7.1 of the London Borough of Tower Hamlets’ [Retention and Disposal Schedule](https://www.towerhamlets.gov.uk/Documents/GDPR/Childrens_Directorate.pdf) states that data collected as part of a tendering exercise by Children’s Commissioning will be destroyed 7 years after the end of the financial year.

**Information sharing**

If you are a landlord, your contact details may be shared with potential bidders for the Young People’s Supported Housing Pathway who are interested in providing support from your building(s). We may also share your details with Tower Hamlets’ Housing Procurement Team, to check whether you are on our approved landlord list.

**Data Transfer to non-European Economic Area (EEA) territory**

The law prohibits organisations from processing data outside the EEA and the Council abides by this.

**Automated Decision Making and Profiling**

We will not make any automated decisions within the market engagement process.

**Your Rights**

You can find out more about your rights on our Data Protection Page, including how to complain to the Information Commissioner.