

Property Services

Service description

The Property Services Team is responsible for managing the Council's commercial property portfolio.

Processing activity

Personal data is used to deal with new applications for new leases and manage relationships with existing leaseholders including the termination of lease. We may receive personal data from Agents by way of referral..

Information requirements

This information may include:

- Name, address, email address, telephone number
- Evidence of identity and address
- References
- Company check and credit check information
- Correspondence from leaseholders

Lawful basis

Our lawful basis for processing your personal information are:

- Contract

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#)..

Data Processors

Canterbury City Council will use the following data processors relating to your application:

- Google (emails and document storage)
- Uniform (case management and document storage)
- Idox (document storage)
- Iken (document storage)
- Asset Manager

Data sharing

We will only share your data as reasonably necessary to provide you with this service, or as otherwise allowed by law. We may share your personal information with:

- Utility companies (to ensure liability is correct)
- Solicitors
- Surveyors
- Agents

Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept 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.canterbury.gov.uk/privacy for further details of how we process your personal information and your rights.