

Privacy Statement

Retention of owners details in Edinburgh Shared Repairs Service

Edinburgh Shared Repairs Service provide services to you as part of our statutory function as your local authority. You can find more details of our role and statutory function we are responsible for by clicking on www.edinburgh.gov.uk/sharedrepairs

If you contact Edinburgh Shared Repairs Service we shall retain your contact details. The details we shall store will contain your name, your home address, the property address in relation to any statutory notice we have served to you and your phone number (if we have been given this).

The legal basis for using your details is that it is necessary for us to perform a task carried out in the public interest. We are legally obliged to safeguard public funds so we are required to verify and check your details internally and across the council family to prevent fraud.

We will store the personal information which we collect on the Edinburgh Shared Repairs Service Case Management system and document storage system, the information will be kept in accordance with the Council's Record Retention Schedule.