

Please return completed form to:  
**garages@stalbans.gov.uk**

**Please ask for**                      **Garage Lettings**  
**Direct Dial:**                      **01727 819266**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Tel No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tenancy Ref No:** \_\_\_\_\_

**Address of Garage to be terminated:** \_\_\_\_\_  
(Complete as appropriate)

I understand I must **give four weeks' notice**, commencing from the Monday after the form is received by your offices to terminate the above tenancy (all tenancies are terminated on a Sunday). I also understand it's my responsibility to ensure the form and keys are received by St Albans District Council. Tenancy end dates are always a Sunday.

**PLEASE WHERE POSSIBLE HAND DELIVER KEYS TO ST. ALBANS DISTRICT COUNCIL AND REQUEST A RECEIPT FROM OUR CUSTOMER SERVICE DESK. IF KEYS MUST BE POSTED PLEASE ENSURE THIS IS DONE BY RECORDED DELIVERY TO MINIMISE LOSS OF DOCUMENTS.**

I will return the keys at the end of the tenancy or earlier if possible. I accept that I will be invoiced for the clearance of any items I have left in the garage which will be removed by a Council designated contractor in accordance with Clause 4.12 of my garage tenancy agreement. This can be expensive so please ensure the garage is cleared where possible.

Please Sign: \_\_\_\_\_

Are you the tenant?    **YES / NO**

If not – please give the reason why you signed the form on their behalf?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### **What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case for a public task (Art. 6(1)(e)). This means we collect your personal information from you so that we can carry out our statutory functions. In this case we are collecting personal information so that we can process your termination of garage tenancy form for the purposes of ending your garage tenancy.

### **How will we use the information about you?**

We use the information to process your termination of tenancy request. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

*We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean repairs contractors where sharing your data is necessary to deal with your matter.*

We may be required to share your personal information with the Police, or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### **How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### **Individuals' Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. If you consider we are using your personal information incorrectly, you can object. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:

[http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017\\_tcm15-57902.pdf](http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017_tcm15-57902.pdf)

We review this policy annually. An updated General Data Protection Regulation version will appear here before 25<sup>th</sup> May 2018.

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

GDPR Privacy Notice Statutory Fns – Public Task – 22.2.18