



**Cumberland
Council**

Cumberland Council - Discounted Sale Registration Form

Please provide the names of everyone who will be named on the purchase of the discounted sale property and the contact details of the lead applicant.

Name	
Address	
Contact Number	
Email address	

All communication will be via email. Please tick the box if you would prefer to receive communication by post.

Please note that this form is for entry on the Discounted Sale Register only, it is not an application form for a property. Being on the Register does not guarantee that you will be certified as eligible to purchase a Discounted Sale Property.

Purchases of Discounted Sale properties in the Lake District National Park (LDNP) are certified by the LDNP Planning Authority. Completion of this form will provide valuable evidence of the need for discounted sale housing in the National Park. We will contact you about sales available in the National Park if we are advised they are available.

Households currently living in the National Park should complete this form if they would like to be advised on discounted sale properties available outside of the National Park.

Home Ownership

If you currently own the property you live in you are not excluded from the discounted sale scheme, however a discounted sale property must be your sole property.

If you own a residential property, we will ask you for evidence that it has been sold subject to contract before completing the purchase of a discounted sale property. However, you may still apply for certification of eligibility to purchase and reserve a discounted sale property.

If you own more than one property you will not be eligible to purchase a discounted sale property. Cumberland Council may make an exception, but this will depend on your specific circumstances, which you must make us aware of when you submit your application.

Cumberland Council – Discounted Sale Register for former Copeland area

Declaration:

I/We declare that to the best of my/our knowledge, the details I/We have given on this form are correct. I/We give permission for the information submitted in this application form to be retained by Cumberland Council. I/We understand that this data will not be used for any purpose other than to gather information about the need for discounted sale properties and for Cumberland Council to contact me/us about Discounted Sale Properties.

Signed: _____ Date: _____

Signed: _____ Date: _____

Send the completed form to the address below. Please mark your envelope 'Private and Confidential':

Strategic Housing
Cumberland Council
Market Hall
Market Place
Whitehaven
Cumbria
CA28 7SJ

Or you can email your completed form to affordablesales@cumberland.gov.uk

Data Protection: Cumberland Council takes your privacy seriously and your data will be used to provide you with the services you request. Your data will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK Data Protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require.

We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights you can do so by contacting the Governance and Data Protection Officer, Cumberland Council, The Market Hall, Market Place, Whitehaven, Cumbria CA28 7SJ, email info@copeland.gov.uk or call 01946 598300. View our [Privacy Notice](#) online or see it at Appendix 1 of this form. If you are dissatisfied with the way we have processed your data you can contact the Information Commissioner's Officer at www.ico.org.uk

Cumberland Council – Discounted Sales Register

What type of property do you currently live in? (Each applicant should tick one from each column). This allows us to monitor the current housing status of applicants.

Property Type			Tenure			Bedrooms		
Applicant	1	2	Applicant	1	2	Applicant	1	2
Detached House			Own (no mortgage)			One		
Semi-detached house			Own (with mortgage)			Two		
Terraced House			Rent from Housing Association			Three		
Maisonette			Private Rented			Four		
Flat			Tied Accommodation			Five or more		
Bedsit/Studio			Shared Ownership					
Caravan Park/Home			Rent from Housing Trust					
Bungalow			Lodger					
			Live with Family					

The next set of questions will give an indication of what size and type of properties are needed and where.

Use this table to give details of everyone who will be moving into the property:

Age Band	Number of People		Employment Status e.g. Full Time, Part Time, Seasonal
	Male	Female	
10 and Under			
11-18			
19-24			
25-39			
40-54			
55-74			
75 and over			

What type of property do you want to buy? Please tick all that apply.

Property type	Bedrooms
House	One
Bungalow	Two
Ground Floor Flat	Three
First Floor Flat	Four +

Cumberland Council – Discounted Sale Register

Where would you like to buy a discounted sale property, and do you have a local connection to that place? Please tick all that apply. You will be asked to provide evidence of a connection when you apply for a discounted sale property.

This question is for research purposes only and you will be notified of all available discounted sale properties in the former Copeland area.

Local connection can mean that you have lived in that town or parish/surrounding parishes for more than 5 years or have close family that have lived in that place for 5 years, or that you have permanent employment in that place, or have accepted an offer of permanent employment in that place.

You can apply for a discounted sale property in an area that you do not have a local connection to but you may not be eligible to purchase the property for up to 12 weeks after it becomes available.

Parish	Would like to live	Have a Local Connection	Parish	Would like to live	Have a Local Connection
Arlecdon & Frizington			Seascale		
Beckermest with Thornhill			Ulpha		
Bootle			Waberthwaite		
Cleator Moor			Wasdale		
Distington			Weddicar		
Drigg & Carleton			Whicham		
Egremont			Whitehaven		
Ennerdale & Kinniside					
Eskdale					
Gosforth					
Haile & Wilton					
Irton with Santon					
Lamplugh					
Lowca					
Lowside Quarter					
Millom					
Millom Without					
Moresby					
Muncaster					
Parton					
Ponsonby					

Cumberland Council – Discounted Sale Register

This question will provide us with information about the need for adapted accommodation.

Do you consider yourself to have a disability?

Yes		No		Decline to state	
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If yes, please indicate the type of impairment which applies to you. You can tick more than one box. If none of the categories apply please tick 'Other'

Physical Impairment		Learning Disability/Difficulty	
Sensory impairment		Long-standing illness	
Mental Health Condition		Other	

To classify as disabled, a person has a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Long Term is usually defined as a year or longer.

Impairment may affect:

- Mobility
- Manual dexterity
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Memory or ability to concentrate, learn or understand; or
- Perception of the risk of physical danger
- Speech, hearing or eyesight (if a person's sight is corrected by wearing glasses or contact lenses, this is not considered a disability)

Please return this form to either the postal address or email address on page 1.

Thank you for registering your interest on discounted sale properties.

If you would like this form in large print format please email affordablesales@copeland.gov.uk or call 01946 598300.

Appendix 1 - Cumberland Council Privacy Notice

Overview

When processing your personal, special category personal or criminal/law enforcement data, Cumberland Council ('the council') is required under Articles 13 and 14 of the UK General Data Protection Regulation (UKGDPR) to provide you with the information contained in this Privacy Notice.

This notice explains what the council will collect, who it will be shared with, why we need it and how we will use it. The council will continually review and update this Privacy Notice to reflect service changes, feedback from customers and changes in the law.

The council is also required to comply with the data protection principles as laid out in the UKGDPR, to ensure that personal data is:

- processed lawfully, fairly and in a transparent manner
- collected for specific, explicit, and legitimate purposes
- adequate, relevant, and limited to the purposes for which it was collected
- accurate and up to date
- kept for no longer than is necessary for the purpose(s) for which it was collected
- secured using appropriate technical or organisational measures

Registration

As an organisation that processes large amounts of personal, special category personal or criminal/law enforcement data, referred to in legislation as a data controller, the council is required to register with the Information Commissioner's Office (ICO)

Name: Cumberland Council

Address: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

Registration Number: ZB512758

The council's Registration Certificate can be viewed here:

[Information Commissioner's Office: Cumberland Council Registration Certificate](#)

In most cases Cumberland Council is the data controller, however there may be instances where data is shared with another party as joint Data Controllers, or where the Council is operating as a data processor for another party.

What is personal data?

UKGDPR Article 4 defines personal data as: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or

more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

What is special category personal data?

UKGDPR Article 9 defines special category personal data as: racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What is criminal/law enforcement data?

The council is a competent authority as described in Schedule 7 of the Data Protection Act 2018 and is permitted to process data for law enforcement purposes that include: the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

What information does the council collect about me?

The council will only collect personal, special category personal or criminal/law enforcement data where it is required to deliver a service or to meet a statutory requirement.

In general, the council collects the following types of **personal data** (dependent on the nature of the service(s) you are applying for or receiving):

- business activities
- case file information
- date of birth
- education i.e., qualifications
- email address (personal/work)
- employment history
- family details i.e., next of kin
- finance/bank/payment details
- housing needs
- identifiers i.e., NHS Number
- licenses or permits
- lifestyle and social circumstances
- name
- physical description, appearance and behaviour
- postal address
- services received
- telephone numbers (mobile/landline)
- visual images i.e., photographs, CCTV

The council will also collect information which is not unique to you i.e., gender, postcode.

The council may also collect **special category personal data** that includes:

- biometrics i.e., fingerprints, facial recognition
- criminal record including offences (including alleged offences), proceedings, outcomes and sentences
- ethnic origin
- physical or mental health
- political affiliation/opinions
- race
- religious or other beliefs
- sex life
- sexual orientation
- trade union membership

Less often, the council may collect **criminal/law enforcement data**, that includes:

- criminal convictions
- offences

Personal, special category personal or criminal/law enforcement data being collected and processed at service-level will be laid out in specific Privacy Notices.

How does the council collect data about me?

In general, the council will collect personal, special category personal or criminal/law enforcement data from you in the following ways:

- on a paper or online form
- by telephone
- by email
- recorded by CCTV cameras, or
- in person by a member of our staff or one of our partners

Why does the council collect my personal data?

The council collects personal, special category personal or criminal/law enforcement data to enable it to:

- manage the services we provide to you including improving quality and investigating any worries or complaints about those services
- corporate administration and all activities we are required to carry out as a data controller and public authority
- conduct committee meetings including virtual meetings
- registering and maintaining online customer accounts
- support internal financial and corporate functions by maintaining accounts and records
- support and manage employees
- planning of new services
- promote services
- market local tourism
- conduct public/health awareness campaigns
- manage property

- provide leisure and cultural services
- provide education services
- carry out surveys and consultations
- administer the assessment and collection of taxes and other revenue i.e., benefits, grants
- carry out licensing and regulatory activities
- provide social services to adults and children
- assist with crime prevention and prosecution of offenders i.e., CCTV
- undertake research
- provide all commercial services i.e., administration and enforcement of parking regulations and restrictions
- provide non-commercial activities i.e., refuse collections from residential properties
- manage archived records for historical research
- match data under local and national fraud initiatives
- support public health services

Who does the council collect personal data from?

To provide services the council may need to collect personal, special category personal or criminal/law enforcement data from or about the following:

- businesses, customers and suppliers
- carers or representatives
- claimants
- complainants, enquirers or their representatives
- healthcare users
- landlords
- licence and permit holders
- offenders and suspected offenders
- patients
- people captured by CCTV images
- professional advisers and consultants
- recipients of benefits
- representatives of other organisations
- staff, persons contracted to provide a service
- councillors
- students and pupils
- traders and others subject to inspection
- witnesses
- speaking members of public at committee meetings, including virtual committee meetings
- other departments within the council

We may receive personal, special category personal or criminal/law enforcement data about you from the third parties mentioned above and other public bodies and

organisations. In this case, we will tell you the source of the information unless we are unable to do so by law.

Who does the council share personal data with?

Where there is a lawful reason to do so the council may share personal, special category personal or criminal/law enforcement data with:

- business associates and other professional advisers
- courts, prisons and tribunals
- credit reference agencies
- current, past and prospective employers
- customers
- customs and excise
- data processors
- debt collection and tracing agencies
- educators and examining bodies
- employees and agents of the data controller
- family, associates or representatives of the person whose personal data we are processing, e.g., next of kin, Power of Attorney, Guardians
- financial organisations
- fire authorities
- healthcare, social and welfare organisations and professionals
- housing associations and landlords
- international law enforcement agencies and bodies
- law enforcement and prosecuting authorities
- legal representatives
- licensing authorities
- local and central government departments
- Local Government Ombudsman/Information Commissioner
- partner agencies, approved organisations and individuals working with the police
- persons making an enquiry or complaint
- police complaints authority
- police forces
- political organisations
- press and the media
- private investigators
- professional advisers and consultants
- professional bodies
- providers of goods and services
- regulatory bodies
- religious organisations
- security companies
- service providers

- students and pupils including their relatives, guardians, carers or representatives
- survey and research organisations
- the disclosure and barring service
- trade unions
- voluntary and charitable organisations
- other departments within the council to allow us to provide efficient and effective services

We will also comply with requests for specific personal, special category personal or criminal/law enforcement data from other Local Authorities or regulatory and law enforcement bodies where this is necessary and proportionate. Before sharing we will always ensure that our partners have sufficient measures in place to protect your information in the same way we do.

We will never share your personal, special category personal or criminal/law enforcement data for marketing purposes, without your express consent.

Legal Basis

Where the Council identifies the requirement to process personal, special category/sensitive or criminal/law enforcement data, depending on the specific data being shared, it must have at least one of the following:

- for personal data, a legal basis under [UKGDPR Article 6](#)
- for special category/sensitive data, a condition under [UKGDPR Article 9](#)
- for criminal/law enforcement data, a purpose under [Data Protection Act 2018 - Schedule 8](#)

If we are relying on consent to process your personal, special category personal or criminal/law enforcement data, you have the right to object at any time by contacting the service or officer the data was provided to.

National Fraud Initiative/Data Matching

The Council participates in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise. For further information please see: [National Fraud Initiative: Public Sector Data Requirements](#).

For further information on how your data is processed by the council please see:

[Cumbria County Council](#)

[Allerdale Borough Council](#)

[Carlisle City Council](#)

[Copeland Borough Council](#)

Data Transfers

It may sometimes be necessary to transfer personal, special category personal or criminal/law enforcement data beyond the UK to comply with legal or other obligations.

Where data is required to be transferred to the European Union or other adequate countries the council will ensure that all relevant safeguards are in place before this takes place and that all aspects of the UKGDPR/Data Protection Act 2018 are complied with.

Data requested for transfer to non-adequate countries will be subject to a Transfer Impact Assessment, that includes the identification of appropriate safeguards prior to data being authorised for transfer.

Data Security and Retention

The council is required by [UKGDPR Article 32](#) to ensure that appropriate organisational and security measures are in place to protect your personal, special category personal or criminal/law enforcement data.

Security measures include: anonymisation, pseudonymisation, encryption, access controls on systems, regular testing of our systems, security training for all employees. You can find further information in the following documents:

- [Information Security Policy](#)
- [Data Protection Policy](#)
- [PSN Connection Compliance Certificate](#)

If you access information online, the council website does not store or capture personal information, but merely logs a number called your IP address which is automatically recognised by the system. The system will record personal information if you:

- subscribe to or apply for services that require personal information
- report a fault and give your contact details for us to respond
- contact us and leave your details for us to respond

For further information visit our [Cookies Web Page](#).

Cumberland Council will only store your information for as long as is legally required in accordance with the council's [Retention and Disposal Schedule](#) or in situations where there is no legal retention period established best practice will be followed.

To help you understand the Schedule the council has published a [Retention Schedule - Quick User Guide](#)

If you have any questions about the Schedule or the Quick User Guide, please contact the Records Management service email: recordcentre@cumberland.gov.uk

If you experience any problems in relation to your personal data or you see something that doesn't look right, contact the council by email at: databreaches@cumberland.gov.uk

Your Rights - Data Subject Access

The UKGDPR provides you with the right to access the personal, special category personal or criminal/law enforcement data the council, as a public authority holds about you. Upon receipt of a valid request the council will:

- provide you with a response within one month

- let you know if your request is subject to an extension
- make reasonable efforts to comply with the format of your request
- inform you if your request is going to be refused or a charge is payable

We will not disclose:

- any information that relates to a third party as this will breach their rights under UKGDPR/Data Protection Act 2018
- where a professional thinks disclosure would cause serious harm to you or someone else
- information that may hinder the prevention or detection of crime.

You can make a Data Subject Access Request by contacting:

- [Cumbria County Council](#)
- [Allerdale Borough Council](#)
- [Carlisle City Council](#)
- [Copeland Borough Council](#)

Your Rights - Other

In addition to your right of access the UKGDPR gives you the following rights:

- the right to be informed via the council's Privacy Notice
- the right to withdraw your consent. If we are relying on your consent to process your data, then you can remove this at any point
- the right of rectification, we must correct inaccurate or incomplete data within one month
- the right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information. Where your personal data has been shared with others, we will ensure those using your personal data comply with your request for erasure.
- the right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future
- the right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked
- the right to object. You can object to your personal data being used for profiling, direct marketing or research purposes
- you have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Where our processing of your personal, special category personal or criminal/law enforcement data is based on your consent, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent, we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on - in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal, special category personal or criminal/law enforcement data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

Unless otherwise stated above you can exercise any of these rights by contacting:

Email: dataprotection@cumberland.gov.uk

Post: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

Complaints

If you have concerns about the way the council has processed your data, please contact:

Email: dataprotection@cumberland.gov.uk

Post: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can [complain to the Information Commissioner's Office \(ICO\)](#)