

Northern Powerhouse Rail: Manchester Connection

Land & Property preparation of Hybrid Bill activities – Privacy notice

The Secretary of State for Transport is the Promoter of the Bill through Parliament. The Promoter will also appoint a body responsible for delivering the Proposed Scheme under the powers granted by the Bill. Following Royal Assent this body will be the ‘nominated undertaker’. There may be more than one nominated undertaker. However, any and all nominated undertakers will be bound by the obligations contained in the Bill, and the policies and commitments established in the Environmental Minimum Requirements, including any commitments provided in the information papers.

HS2 Ltd is a non-departmental public body and their Rail Development Directorate is responsible for developing and promoting these proposals for the purposes of the Bill. The company works under the terms of a Development Agreement entered into with the Secretary of State for Transport.

Your privacy

There are rules about what personal information we can record, hold, use and share.

You have rights over your personal information.

The rules that apply to your personal information in the United Kingdom are the Data Protection Legislation (DPL) (including the Data Protection Act 2018 (DPA), and the United Kingdom General Data Protection Regulation (UK GDPR)).

In line with these rules, we are registered with the Information Commissioner’s Office as a ‘Data Controller’. Our registration number is Z1711200.

Northern Powerhouse Rail: Manchester Connection is being delivered through the High Speed Rail (Crewe-Manchester) Bill. This document focuses on Land & Property business activities related to the preparation and deposit of the Hybrid Bill. We are providing this to support your ‘right to be informed’ and so that HS2 Ltd is compliant with the transparency requirements of the DPL. You can find more about your rights in Chapter 3 of the GDPR.

There is a layered approach to privacy notices on Northern Powerhouse Rail: Manchester Connection, so you will see short privacy statements highlighting the main details on our forms, websites, email footers, CCTV signs, etc., and more ‘activity specific’ notices published where required, as well as this notice. We are serious about looking after your personal information and protecting your privacy, because we understand how important it is. **We do not, and will not, sell your personal information.**

1. Legal background for using personal data

The processing of personal data by the HS2 Ltd Land & Property Team and our consultants to support the preparation and deposit of the Hybrid Bills (and any further Additional Provision) document for Northern Powerhouse Rail: Manchester Connection, and related activities, is governed by legislation and parliamentary standing orders:

- High Speed Rail (London – West Midlands) Act 2017
- High Speed Rail (West Midlands – Crewe) Act 2021
- Standing Orders for the House of Commons – Private Business (<https://www.parliament.uk/business/publications/commons/sessional-orders-private/>);
- Housing & Planning Act 2016;

- EU environmental protection legislation;
- Compulsory Purchase Act 1965 (the “1965 Act”);
- Compulsory Purchase (Vesting Declarations) Act 1981 (as amended by the Housing & Planning Act 2016 and the Neighbourhood Planning Act 2017) (the “1981 Act”).

2. Why do we process personal information?

The HS2 Ltd Land & Property team are working with HS2 Ltd colleagues and our consultants to prepare and deposit the Hybrid Bill(s) (and any further Additional Provision) documents for Northern Powerhouse Rail: Manchester Connection. The reasons we need to process personal data, including special category personal data (also known as ‘sensitive data’), are to:

- Identify all persons and organisations with a legal interest in land affected by the proposed scheme;
- Enter into access agreements to enable our contractors to undertake surveys and investigations on privately owned land;
- Serve notice to enforce entry to land to undertake surveys and investigations where such activities cannot be undertaken by consent;
- Enable payment (including by electronic means) of licence fees and compensation for survey activities;
- Confirm details of agents acting for persons or organisations;
- Confirm interests in advance of Hybrid Bill deposit;
- Prepare Bill deliverables including:
 - Book of Reference – a schedule of all persons and organisations with freehold, leasehold and occupational interests in land affected by the scheme;
 - Housing Statement – a schedule of the number of residential dwellings to be acquired and the number of persons displaced within each local authority area;
- Serve Standing Order 13 landowner notices on all persons and organisations appearing in the Book of Reference;
- Identify all properties (and owners) which fall within the limits of Safeguarding Directions and discretionary compensation schemes (Rural Support Zone, Home Owner Payment scheme etc.);
- Issue notifications in relation to Safeguarding Directions made by the Secretary of State for Transport;
- Responding to enquiries and complaints.

3. What personal information do we process?

We and our consultants will process your personal information as we carry out our activities on the Northern Powerhouse Rail: Manchester Connection. This includes:

- Name and address (to enable written communications including service of notice);
- Telephone number and email address;
- Bank account details (for those entering into access agreements);
- Nature of interest in land (including name of mortgage provider where appropriate);
- Details of other persons/organisations with an interest in the land;
- Number of persons residing in the property;
- Name, address and contact details of agents.

If you appoint an agent, we will need written confirmation from you that the agent is appointed to act on your behalf. We may still send you formal communications and notices.

We also process personal data obtained by HS2 Ltd and our consultants through enquiries of landowners and occupiers during the preparation and passage of the Hybrid Bill, where the personal data is relevant to the scheme.

We also process personal data which is commercially available from third party suppliers, where this is required to fulfil the purposes set out in Section 2 above including:

- Land Registry – details of registered owners of land;
- Ordnance Survey – digital mapping data;
- Royal Mail – Post Office Address File and Postcode Finder;
- Rural Payments Agency – details of land and recipients of farm subsidies;
- Companies House – details of registered companies;
- Commercial providers of electoral register and other on-line registers such as 192, Experian and Lexis Nexis.

Any processing of your personal information is in line with our business needs and the law.

4. Is there a requirement to provide HS2 Ltd with personal data?

Wherever we are collecting personal information we will be clear about whether we are collecting information due to a legal requirement or under your consent. Where providing information to HS2 Ltd is by consent, we will be transparent about obtaining that consent and provide a means for you to withdraw that consent at any time.

Under the Standing Orders for the House of Commons – Private Business, we are required to make enquiries of and serve statutory notice (s) on all owners, lessees and occupiers of land which is affected by the proposed scheme. We are also required under environmental protection legislation to undertake surveys and investigations on land which may be affected by the scheme. Such surveys may be undertaken by consent (via an early access agreement) or under powers set out in section 54/55 of the HS2 Phase One Act or section 172 of the Housing & Planning Act 2016.

If you are unable to provide information when requested, we will use alternative sources as part of our enquiries process. Provided we have made reasonable attempts to obtain information, we will still be able to serve notice and proceed with progressing the Hybrid Bill through Parliament.

5. How do we make sure your personal information is secure?

Protecting your privacy and looking after your personal information is important to us and our consultants. We make sure that we have the right policies, training, processes, and systems in place to protect our manual and electronic information systems from loss and misuse.

We take every reasonable step to make sure that we keep your personal information safe, in line with best practice, ICO guidance, the DPL (including GDPR) and any other relevant laws.

6. Who do we share your personal information with?

To carry out our activities (see Section 1), we may share your personal information with other organisations that we need to work with, such as our partner agencies, utility companies and government.

We may also share personal information with other organisations or people in connection with legal proceedings or getting legal advice, or when required to do so by any law or court order.

The Book of Reference and Housing Statements are published documents and are made available at deposit locations (council offices and local libraries) along the line of route at the time of deposit.

We do not, and will not, sell personal information.

7. Where do we process your data?

The large majority of personal data that HS2 Ltd uses is processed within the UK.

There may be occasions where some of your personal information may be processed by organisations or people based outside the UK. This includes work undertaken by one of our land referencing suppliers which has a team based in India.

Where personal information is processed by organisations or people based outside the UK, we will make sure we have the right safeguards in place to certify that your information is protected in line with the DPL (including GDPR).

8. Will your personal data be subject to any form of automated decision making?

HS2 Ltd does not and will not process your personal data in a manner that results in automated decision making.

9. What are your rights if we process your personal information?

The DPL (including UK GDPR) sets out the rights you have. We have outlined them below. If you wish to contact us regarding any of these rights please contact our Data Protection Officer using the details provided below.

A. Right of transparency

Whenever HS2 Ltd uses your personal data you have a right to be informed of certain information about how and why that information is being used. This notice forms part of that information process.

B. Right of access

You have the right to obtain a copy of the personal data we hold about you.

As soon as we have received all the information we need to deal with your request, you have the right to be sent a copy of that information within one month. This may be extended with an additional two months if the request is particularly large or complex.

You can apply for a copy of your information by contacting the HS2 Data Protection Officer using the details provided below.

A valid request must:

- explain what personal information you want (and, where possible, explain the circumstances in which we may be processing this information, so that we can find it more easily); and
- include photocopies of two official identification documents, providing enough information about your name, date of birth, current address and signature to make sure that it's you.

For example: a combination of driving licence, with a utility bill (dated within the last six months) or bank statement (dated within the last six months).

We are allowed to ask for original documents and to refuse a request where we cannot be sure of the identity of the person asking. All original documents will be returned by post.

We will then carry out a search based on the description you've provided and provide you with the personal information you are entitled to receive under the regulations.

Some types of personal information do not have to be shared under these rules. For example, we do not have to share personal information where it is part of legally privileged communications.

If you are making an application for another person, we need an original signed letter of authorisation from the person who the information is about. It should state the full reason for the request, and the person or organisation making the request for that person. We also need a copy of your identification documents as above, as part of our standard procedures.

C. Right of erasure ('right to be forgotten')

Where we have collected information on the basis of your consent or explicit consent, if you change your mind about us using your personal information, you are unhappy about how we use your personal information or, the information is no longer needed for the purpose it was collected, you have a right to have the relevant information deleted.

Please note that we can't always stop all the ways we process your personal information when you ask us to, as there may be other fair and lawful reasons for needing to continue to process this, however we will tell you where this is the case. It can also take us a reasonable amount of time to make these changes after you've made a request and we've agreed to it.

D. Right to correct information

You can ask us to correct the information we hold about you, where you believe it is wrong.

To help us maintain accurate records, please make sure that the information you choose to share with us is accurate. If your details change, please update us as soon as you can.

E. Right to object, the right to restrict processing and the right to withdraw consent

In certain circumstances you have a right to request that HS2 Ltd stops processing your personal data, or to stop processing it in certain ways.

In addition, where we have obtained information under the basis of your consent, you have the right to withdraw that consent at any time.

10. How long do we keep your personal information?

The HS2 Land & Property team will retain personal information for a period of 15 years, in case there is a need to defend against any possible claims.

11. How to make a complaint

If you're unhappy with the way we have handled your personal information or you believe that we have not handled your information in a way that is compliant with the DPL (including GDPR), please write to us.

We will acknowledge your complaint within 2 working days and let you have a full response within 20 working days. If it is not possible to respond fully within this timescale, we will write and let you know why and say when you should expect to receive a full response.

If you are not satisfied with our response you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

12. How can I contact the Data Protection Officer?

The Data Protection Officer can be contacted using the details below.

High Speed Two (HS2) Ltd
Two Snowhill
Snow Hill Queensway
Birmingham
B4 6GA

Email HS2DataProtection@hs2.org.uk

13. How can I find out further information?

Contact us via the HS2 Helpdesk:

High Speed Two (HS2) Ltd
Two Snowhill
Snow Hill Queensway
Birmingham
B4 6GA

Email enquiries@raildevelopment.org.uk

Freephone 08081 434 434

Minicom 08081 456 472

The helpdesk team are unable to transfer calls internally to HS2 Ltd members of staff.

Alternatively, please contact our Data Protection Officer by email: HS2DataProtection@hs2.org.uk