

Housing Capacity Team – Privacy Notice South Oxfordshire District Council

The reasons why we process your data:

The role of the Housing Capacity Team (HCT) is to secure alternative accommodation and development opportunities for migration cohorts that are at risk of homelessness across Oxfordshire. Individuals' data can enter the HCT realm from numerous avenues such as those below to fulfil the purpose of the HCT:

- Rent Guarantee Scheme
- Referred by a local authority
- Temporary accommodation data
- Letting agents housing applications.
- Health and Housing Assessments.
- Referrals to supported accommodation.
- Secure private rented tenancies for households at risk of homelessness
- Safeguarding activities such as referring to social care persons who may be at risk of abuse.
- Prevention and detection of crime
- Voluntary and community sector

You can view SODC's privacy policy on the webpage:

<http://www.southoxon.gov.uk/about-us/contact-us/requesting-information/data-protection/privacy-policy>

How we collect your data:

- Telephone calls
- Online form
- Electronic application forms via email
- In Person
- Email
- Letters
- Usually from yourself but also from third party individuals or organisations referring you to us and/or supporting you

The lawful basis for processing your data:

- Public Task
- Consent

The type of personal data we process:

- Name
- Title
- Address
- Email Address
- Telephone Number

- NI Number
- Passport Number
- Date of Birth
- Gender
- Marital status
- Dependants
- Financial circumstances
- Support needs
- Medical needs
- Migration status

Special (Sensitive) category data:

- Race
- Ethnic Origin (including Nationality)
- Health and medical information
- Sexual orientation
- Criminal convictions or offences

Lawful Basis for Processing Special Categories of Personal Data:

The legal gateways South Oxfordshire District Council is two staged.

(i) Pre- Prevention

This stage covers households who need to move but who don't yet reach the statutory homeless duty to house where a person is homeless or threatened homelessness as have 56 days' notice. For this stage the lawful basis is **UK GDPR Articles 6(1)(e); 9(2)(g) and 10**, for which reliance is initially **EU GDPR Recital 41**.

(ii) Statutory Homelessness

From this point onwards, (post notice of 56 days), the councils will be acting under a statutory duty to house the Applicants who are either homeless or threatened homeless [**Housing Act 1996 Part VII, Sections 175(1), (4) & (5)** (as amended by **Homelessness Reduction Act 2017, Section 1**)].

Therefore, from this stage onwards the Councils' legal basis is statutory function for which the legal basis is **GDPR Article 6(1)(e) public task 9(2)(g) (Special Category Data) and 10 (Criminal offence and conviction data) by virtue of Housing Act 1996 Part VII, Sections 175(1), (4) & (5)** (as amended by **Homelessness Reduction Act 2017, Section 1**, which then triggers **Data Protection Act 2018 Section 8(c)** (statutory function).

Special category data

Please see above re both stages of Pre-Prevention and Statutory Homelessness. The Council requires Special Category Data on the Application Form where applicable to the Applicant and/or their family and relevant to the Application.

Criminal offence data

The Council does not specifically request such data but if relevant to the Applicant and/or their family, it may be disclosed by the Applicant in the Application form within the section regarding legal duty to disclose any other relevant information.

If disclosed, this category of data will be processed in both stages as set out above and shared with third parties only where relevant to the Application and third party.

Sharing your data:

- Cherwell District Council
- Oxford City Council
- Oxfordshire County Council
- South Oxfordshire District Council
- Vale of White Horse District Council
- West Oxfordshire District Council
- Private Landlords
- Letting agents
- Social Services
- Other council departments
- Police
- HMRC
- HMPP
- Central Government
- Voluntary sector as required

Automated decision making :

Non-Applicable

How long we keep your data:

- 6 Years

How we protect your Information

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction.

Your rights

You have rights under the Data Protection Act 2018, and these can be viewed using the links at the top of this document to each council's privacy policy.

It should be noted that not all rights apply in all cases and that these rights are only applicable if the council has no other legal obligation concerning that data. If you wish to exercise any of these rights, you should contact the council's data protection officer as detailed below.

Our contact details

South Oxfordshire District Council is registered as a data controller with the Information Commissioner's Office (ICO) with Registration number: [Z6629204](#)

Our address is Abbey House Abbey Close, Abingdon, OX14 3JE

We have appointed a Data Protection Officer, Nick Bennett, who can be contacted by email to data.protection@southandvale.gov.uk

Further information

If you believe we have not handled your personal data as we have described here, please either contact us using the details above and your concerns will be fully investigated.

If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner's Office (ICO).

You can reach them through their website <https://ico.org.uk/concerns/> or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF