

Housing Landlord – Privacy Notice

This privacy notice should be read alongside the councils' ["About Privacy Notices"](#) document.

The reasons why we process your data:

- Tenancy/licence to occupy management.
- Safeguarding activities such as referring to social care persons who may be at risk of abuse.

How we collect your data:

- Telephone calls
- Online form
- Manual forms
- In Person
- Email
- Letters
- Third party individuals or organisations supporting you

The lawful basis for processing your data:

- Public Task (UKGDPR Article 6(1)(e))
- Consent (UKGDPR Article 6(1)(a))

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
- Details of anyone authorised to act on your behalf if applicable.
- Benefit and council tax information
- Proof of housing eligibility including:
 - o Documentation confirming your status as legally homeless
 - o Proof of your eligibility for assistance, including immigration status (proof of settled status or right to remain)
 - o Documentation of whether you have been assessed as Priority Need
 - o Evidence of a local connection if applicable

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:

- UKGDPR Article 9(g) Reasons of substantial public interest (with a basis in law) plus Schedule 1 of the Data Protection Act 2018, Part 2, Paragraph 6(1) and 6(2)(a) statutory purposes.
- UKGDPR Article 9(a) Explicit Consent

Processing of personal data relating to criminal convictions and offences:

Criminal offence data will be processed under additional conditions within schedule 1, Part 3 of The Data Protection Act 2018, Paragraph 36 - extension of substantial public interest

Sharing your data:

- Social Services
- Other council departments
- Police
- HMRC
- HMPP
- DWP
- Central government
- Repairs contractors
- Utilities companies (and their representatives)
- Debt collection agencies
- Third parties providing services on our behalf, such as mailing companies distributing our communications or research companies carrying out surveys on our behalf.
- Third sector/welfare support agencies

Automated decision making :

Non-Applicable

How long we keep your data:

- 6 Years from the end of your tenancy/licence to occupy