

Privacy Notice – Housing Options and Homelessness

Your personal information - what we need and why?

Daventry District Council collects personal information from you in order to deal with your Housing Application in relation to our Housing Allocation Scheme. This is required under the Housing Acts.

We also collect information about you to determine whether you are homeless or faced with homelessness as required under the Homeless legislation and the Homelessness Reduction Act 2017.

The Council undertakes an official Rough Sleeper Count or Estimate on an annual basis to assess the number of Rough Sleepers within the district.

Your information may also be used for the prevention and detection of crime, including fraud.

How will we use the information we hold about you?

We will assess the information you provide, together with additional information we gather to help prevent or relieve your homelessness situation. The categories of data we collect to do this are:

- Name, address and basic contact information
- Household details and household member details
- Household employment information
- Financial information
- Other information to establish your housing situation

We may also collect special category data such as:

- Medical details including any disabilities
- Criminal convictions
- Ethnicity
- Sexual orientation

During the Rough Sleeper Count or Estimate we will ask for the following categories of data, although individuals are not obliged to provide them and are given on a voluntary basis:

- Name
- Date of Birth

www.daventrydc.gov.uk

T: 01327 871100

E: comments@daventrydc.gov.uk



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What is the basis for us to process your data?

The Council is authorised to carry out its duties in relation to homelessness and/or the Rough Sleeper Count/Estimate in the public interest and under the following legislation:

- Housing Acts 1985; 1996; 2004 & 2006
- Housing Grants, Construction & Regeneration Act 1996
- Housing (Homeless Persons) Act 1977
- Homelessness Act 2002
- Localism Act 2011
- Homelessness Reduction Act 2017

Any special category data is processed for reasons of substantial public interest or on the basis the data subject has provided consent.

We may also process your information under the following:

- The prevention / detection of crime, including false representation in accordance with the Fraud Act.

In some circumstances we will need your consent to obtain further information about you, or share your information with partner agencies. This will enable us to provide you with the most appropriate advice and assistance, or to refer you to another organisation to provide you with further support.

If you choose not to provide us with your personal data, we will not be in a position to process or assess your homelessness circumstances, or provide you with advice and assistance in relation to your housing options.

Who does the Council share your information with?

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under Data Protection legislation, for example where sharing is necessary for us to administer your application for both temporary and permanent accommodation and assess your homelessness situation. We may also share your information if there is a public interest to do so such as the prevention and / or detection of crime, including fraud.

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We may share information that is given to us with other organisations such as:

- The Police
- Community Safety Partnership
- Multi-Agency Risk Assessment Conference
- Multi-Agency Public Protection Arrangements
- Housing Providers, Private Landlords, B&Bs, Hotels, temporary accommodation providers
- Other Local Authorities
- Other external or partner agencies e.g. Sunflower Centre, Women's Aid, Citizens Advice, Northamptonshire County Council, Social Services, Probation Service, Department for Work and Pensions
- Family Members

We may also use your information to contact third parties to verify information you have provided, or gather further information to complete the assessment of your application.

How long does the Council keep your personal information?

The Council will keep your personal information for a maximum of 10 years following our last interaction with you, after which time it will be disposed of securely.

What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email dataprotection@daventrydc.gov.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

All information you provide is held in accordance with our Information Charter and in line with the Data Protection Principles. Our Information Charter can be viewed online here www.daventrydc.gov.uk/informationcharter

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