

Privacy Notice – Housing Benefit & Council Tax Reduction

Your personal information - what we need and why?

As part of the Housing Benefit and Council Tax Reduction application process Daventry District Council will collect and hold personal data about you and your family. This information will include:

- Details about you, such as your address, telephone number, email address, national insurance number, date of birth, household composition and income details;
- Other relevant information needed to process your application such as your landlord details.

We will use this data to process your claim and may check some of the information with other sources to ensure this data is correct.

Who is processing my data?

All personal data held is processed in accordance with Data Protection legislation. The Data Controller for the information outlined in this privacy statement is Daventry District Council.

How will we use the information we hold about you?

We will collect information about you:

- To process your claim for Housing Benefit and / or Council Tax Reduction;
- Where the processing is necessary to comply with legal obligations, for example the prevention or detection of crime including fraud;
- Protect public funds.

What is the basis for us to process your data?

The basis for processing the data is:

- Our legal obligation under the following legislation:
 - Social Security Administration Act
 - Housing Benefit Regulations
 - Council Tax Reduction Regulations
 - Local Government Finance Act
- The prevention / detection of crime, including false representation in accordance with the Fraud Act.

www.daventrydc.gov.uk

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Who we will share your information with

To process your claim we will share information under our legal obligations with other organisations including:

- Government departments in connection to a welfare benefit claim
- The Department for Works and Pensions

We may share information that is given to us with other organisations that inspect or handle public funds to prevent and detect fraud including:

- Department for Works and Pensions
- HM Revenues and Customs
- National Audit Office
- Cabinet Office
- The Police

National Fraud Initiative (NFI)

The Cabinet Office is responsible for the National Fraud Initiative which carries out data matching exercises. Data matching is comparing computer records held by one organisation with other computer records held by the same organisation or a different one. This is usually personal information.

Computerised data matching allows us to identify claims and payments that may be fraudulent. A match means that there is an inconsistency between the sets of records that needs investigating.

Other ways we may use your details

We may also use our customer details within the Council for

- Keeping the electoral register up to date;
- Licensing private rented properties;
- Collecting debts owed to the Council We may also share your information with enforcement agents and / or debt management organisations engaged by us and the courts in relation to outstanding money owed.
- And with credit reference agencies to help prevent and detect fraud and to confirm who is resident at an address.

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How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy statement will be kept after all action on your claim has finished and the period required by the council for legal or audit purposes has passed. All information will be held securely and will be securely destroyed when it is no longer required.

What are your rights?

If at any point you believe the information the Council holds 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 data, 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 at dataprotection@daventrydc.gov.uk .

How to make a complaint

If you are not satisfied with how we are looking after your information or believe we are processing your personal data not in accordance with the law you can complain to 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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