

Privacy Notice – Care and Repair

Your personal information - what we need and why?

Daventry District Council collects personal information from you in order to process your Disabled Facilities Grant (DFG) Application and/or Home Repair Assistance Grant.

How will we use the information we hold about you?

We will assess the information you provide, together with additional information we gather to determine whether you are eligible for a grant or other assistance.

The categories of information we collect are:

- Name and Address
- Contact details (email/telephone number)
- National Insurance Number
- Date of Birth
- Household details
- Medical information
- Proof of occupancy or ownership
- Financial information including savings; investments; income; benefit payments
- Planning Information

What is the basis for us to process your data?

The processing of your information is necessary for the performance of a contract to which you are a party, or to take steps at your request prior to entering into a contract. Processing of your special category data is carried out with your explicit consent.

The Council carries out the assessment and administration of Disabled Facilities Grants and Home Repair Assistance Grants as a Public Task carried out in the Public Interest. Special categories of data such as health data, ethnic origin or nationality are required to complete your application under the Housing Grants, Construction and Regeneration Act 1996 (as amended). If you do not provide the requested information, the Council will be unable to process your application.

www.daventrydc.gov.uk

T: 01327 871100

E: comments@daventrydc.gov.uk



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Who we will share your information with

The information you provide may be shared with:

- The relevant staff within DDC to process your application
- Housing Benefits/Council Tax
- Department for Work and Pensions
- Your chosen agent/surveyor and/or contractor/sub-contractors/architects
- Social Services/Occupational Therapy
- Utility provider
- Your landlord

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 there is a public interest to do so such as the prevention and / or detection of crime. This could include the need to disclose sensitive or confidential information such as medical details to other organisations.

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
- Registered Social Landlords
- Other Local Authorities

How long does the Council keep your data?

We will keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of seven years.

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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 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 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 UK Data Protection law and the General Data Protection Regulation. Our Information Charter can be viewed online here www.daventrydc.gov.uk/informationcharter.



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