

Privacy Notice – Northants Warm Homes

Your personal information - what we need and why?

Daventry District Council collects personal information from you such as your name, address, email, telephone number, together with information you have given us and information that we receive from third parties e.g. landlords and Energy Company Obligation (ECO) agents and installers. We will not collect any personal information from you we do not need.

For some of our services, we need to use your personal information so we can get in touch, or provide the service. We can also use your personal information under many different laws. The main ones for the Council are the Local Government Acts and the Localism Act 2011, but there are many more. In many cases there is a law that says we must or we can process your data and we can do so without your consent or permission.

It is necessary to hold your personal information for the Northants Warm Homes Partnership for the purpose of promoting well-being. This is a power granted to the Council by the Local Government Act Part 1, Section 2 and forms part of our public task.

Who does the Council share your data with?

Your personal information will be treated as confidential but it may be shared with other Council services in order to ensure our records are accurate and up-to-date, to verify the information you provide (for example with the Council Tax Team) and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the UK Data Protection law.

It may be necessary to share your personal information with external agencies such as ECO agents and installers in order to deal with your applicable enquiry. However, no other third parties will have access to your information, unless the law allows them to do so.

This authority has a duty to protect the public funds it administers, and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering.

The Council may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting/preventing crime, including fraud or auditing/administering public funds.

www.daventrydc.gov.uk

T: 01327 871100

E: comments@daventrydc.gov.uk



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There may also be information about your computer hardware and software that is automatically collected by Daventry District Council. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by the Council for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Daventry District Council Web site.

We will not disclose your personal information to third parties for marketing purposes.

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 six years.

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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