

Private Sector Housing Grant Funding

Privacy Notice (How we use your information)

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, contact information, National Insurance number and bank account details)
- characteristics (such as ethnicity, language, medical history)
- medical information & details of disabilities
- income information (such as benefits and earned income)
- financial transaction details (such as credit/debit card payments)
- photographs

Why we collect and use this information

We use your data to:

- enable us to carry out specific functions for which we are responsible
- enable us to assess applications for grant funding
- enable us to improve the standard of homes in our Borough
- enable us to help people remain independent in their own homes
- derive statistics which inform decisions such as resourcing requirements
- provide statistics to Government departments e.g. Ministry of Housing, Communities and Local Government

The lawful basis on which we use this information

We collect and use this information to discharge our duties under the Housing Grants, Construction and Regeneration Act 1996 and Regulatory Reform (Housing Assistance)(England and Wales) Order 2002.

Collecting this information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

We hold your data for the entire time that we are entitled to a reimbursement of all or part of any funding paid by us, or for a period of 6 years where no repayment condition applies.

Who we share this information with

We routinely share information with:

- Internal departments (such as Council Tax and Land Charges)
- The applicant's landlord (such as private sector landlords and housing associations)
- Kent County Council Social Services Departments (including Occupational Therapists)
- Peabody South East Home Improvement Agency
- The Cabinet Office as part of the National Fraud Initiative

Why we share this information

We share data with our Council Tax Department to help us fulfil our statutory duties under the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002. This data sharing enables us to assess an applicant's eligibility for grant funding in accordance with our associated policy. This is not applicable to mandatory Disabled Facility Grant funding.

We share data with our Land Charges Department to help us fulfil our statutory duties under the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 and the Housing Grants, Construction and Regeneration Act 1996. This data sharing enables us to recover money owed to us in compliance with the Housing Assistance grant funding conditions and our powers in respect of recovering Disabled Facilities Grant funding..

We share data with the applicants landlord to help us fulfil our statutory duties under the Housing Grants, Construction and Regeneration Act 1996 and Regulatory Reform (Housing Assistance)(England and Wales) Order 2002. This data sharing enables us to, where necessary, obtain the landlords permission for works to be carried out.

We share data with Peabody South East Home Improvement Agency to help us fulfil our statutory duties under the Housing Grants, Construction and Regeneration Act 1996 and Regulatory Reform (Housing Assistance)(England and Wales) order 2002. This data sharing enables us to facilitate the grant applicant to receive assistance and support through the grant process. We share data with Kent County Council on a statutory basis under the Housing Grants, Construction and Regeneration Act 1996. This data sharing enables us to comply with the duty to consult Social Services.

We share data with the Cabinet Office as we are required to by law for the purpose of assisting the prevention and detection of fraud

Data collection requirements

To find out more about the data collection requirements placed on us by the Ministry of Housing, Communities and Local Government go to <https://www.gov.uk/government/collections/local-authority-housing-data>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at foi@tmbc.gov.uk.

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>