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**Service Area:** Housing Division  
**Work Area:** Common Housing Register Assessment Team  
**Contact Details:** Tel: 01443 873587  
Email: housingallocations@caerphilly.go.uk  
**Privacy Notice Name:** Housing Options Wizard  
**Description of Privacy Notice:** This privacy notice will explain how Caerphilly County Borough Council will use the information you submit when using the on-line Housing Options Wizard.

## How we will use your information

### Purpose and legal basis for using your information

#### Purpose of processing

The information submitted when using the on-line Housing Options Wizard, will be used in order to provide you with a personalised 'Next Step' document based on your circumstances. The information provided will be processed by automated means. The information submitted may also be used in order to provide you with further advice.

#### Legal basis for processing

There is a public task obligation to process your information detailed below:

Housing (Wales) Act 2014

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Data Protection legislation provides extra protection for certain classes of information called 'special personal data' and 'criminal offence data'. If any information falls within the definition of these classes then an additional condition from Article 9 / Article 10 of the Regulations must be identified, as outlined below:

Data Protection Act 2018, Schedule 2, Section 6 (Both an Article 9 and Article 10 Condition)

- (1) This condition is met if the processing—
  - (a) is necessary for a purpose listed in sub-paragraph (2), and
  - (b) is necessary for reasons of substantial public interest.

- (2) Those purposes are—
- (a) the exercise of a function conferred on a person by an enactment or rule of law;
  - (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

## **Who will have access to your information**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones  
Corporate Information Governance Manager / Data Protection Officer  
Email: [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)  
Tel: 01443 864322

### **Details of main users of your information**

The main user of your information within Caerphilly County Borough Council will be Common Housing Register Assessment Team whose contact details are located at the top of this document.

### **Details of any sharing of your information within Caerphilly County Borough Council**

Caerphilly County Borough Council may share the information provided on the Common Housing Register application with its homelessness team or other local authority homelessness team to prevent or alleviate homelessness.

### **Details of any sharing of your information with other organisations**

In order to ensure the accuracy of the information submitted, Caerphilly County Borough Council's Housing Allocations and Advice team and/or other social housing providers may request information from and pass information to other bodies, such as but not limited to: housing associations; the police and other emergency services; the probation and prison services; local health professionals and GP's; Social security agencies; the Benefits Agency; the Driver & Vehicle Licensing Agency; former landlord(s); the applicant's solicitor(s); the applicant's mortgage provider; utility providers; the Land Registry; the Welsh Government; voluntary sector support agencies and contractors. Outside of England and Wales the equivalent agency may be contacted.

Caerphilly County Borough Council has a legal responsibility to protect public funds. We may use the information submitted to prevent and detect fraud and may also request information from and pass information to other organisations that handle public funds.

### **Requests for information**

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

## How long will we retain your information

### Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

The information provided will be retained for 7 years from when the information was last updated.

## Automated decision making / profiling

Information submitted to Caerphilly County Borough Council's on-line Housing Options Wizard, will be used in order to automatically generate a personalised 'Next Step' document based on your circumstances.

The information submitted may also be used in order to provide you with further advice where there is a threat of homelessness or harassment.

## Your Rights (Inc Complaints Procedure)

### Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).

To enact your rights please contact the service area detailed on the top of this form.

### Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

[www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints](http://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints)

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# Summary Privacy Notice

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In order to ensure / verify the accuracy of the information submitted, Caerphilly County Borough Council's Common Housing Register Assessment Team and/or other social housing providers may request information from and pass information to other bodies. We may also use the information submitted to prevent and detect fraud and may also request information from and pass information to other organisations that handle public funds.

Caerphilly County Borough Council may share the information with its homelessness team or other local authority homelessness team to prevent or alleviate homelessness.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

[{Hyperlink to Full Privacy Notice on our website}](#)