



Privacy Notice No: 10
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Service Area: Caerphilly Homes
Department: Private Sector Housing
Contact Details: Tel: 01443 873521
Email: chr@caerphilly.gov.uk
Privacy Notice Name: Common Housing Register - Third party information in support of an application.
Description: This privacy notice will explain how Caerphilly county borough council will use the information provided by third parties to assess an application for social housing under the Common Housing Register.

How we will use your information

Purpose and legal basis for using your information

Purpose of processing

The information you provide will be used to complete the assessment of the Common Housing Register application made by the applicant.

Legal basis for processing

As part of the process for applying for housing, the applicant has provided their consent for us to request this information from you and process your response.

If you are an individual providing Caerphilly county borough council with this information, this may also be your personal information. If so, we are also relying on your consent to process this information.

In order for the processing of personal data to be lawful under the Data Protection Act, a valid condition from Schedule 2 of the Act must be identified, which is outlined below:

1. The data subject has given their consent to the processing.

The Data Protection Act 1998 provides extra protection for certain classes of information called 'sensitive personal data'. If any of the information you provide falls within the definition of sensitive personal data then an additional condition from Schedule 3 of the Act must be identified, as outlined below:

1. The data subject has given their explicit consent to the processing of the personal data.

The right to withdraw consent

Individuals have the right to withdraw their consent to the processing of this information. To withdraw your consent, please contact the Service Area whose details are contained on the top of this document.

The withdrawal of consent in relation to any of the processing outlined in this document may prevent any offers of accommodation to the applicant.

Identity of Data Controller and Data Protection Officer

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

Mr Paul Lewis
Acting Head of IT and Central Services
Email: foi@caerphilly.gov.uk
Tel: 01443 864322

Details of main users of your information

The main user of the information provided within Caerphilly county borough council will be Common Housing Register Assessment team, whose contact details are located at the top of this document.

The information will also be processed by the social housing provider(s) whom the applicant is seeking to be rehoused by.

Details of any sharing of your information with other organisations

Caerphilly county borough council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see: www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Fair-Processing-Notice or contact the Information Governance Officer, Caerphilly County Borough Council, Ty Penallta, Hengoed, Ystrad Mynach, CF82 7PG.

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 the Data Protection Act 1998.

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.

Common Housing Register applications and any associated documents, will generally be kept for 7 years. However, the information will be kept longer if the application is still active.

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

The Data Protection Act gives data subjects (individuals who information is about) a number of rights:

- ~ The right of access to personal data. Application forms for this process are available on our website: www.caerphilly.gov.uk/CaerphillyDocs/Council-and-democracy/sar_form.aspx
- ~ The right to prevent processing likely to cause damage or distress.
- ~ The right to prevent processing for marketing purposes.

- ~ Rights in relation to automated decision making.
- ~ The right to compensation if Caerphilly county borough council fail to comply with certain requirements of the Data Protection Act in respect of your information.
- ~ The right to the rectification, blocking, erasure or destruction of your information in certain circumstances.

Further information on your rights under the Data Protection Act 1998 are available from the Information Commissioner's Office: www.ico.org.uk

Complaints Procedure

If you object to the way that Caerphilly County Borough Council is handling your personal data, 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.

Further information on this complaints process is available on our website:
www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints