



Privacy Notice No:	10
Date Created:	30/11/2016
Date Published:	05/12/2016
Version Number:	1.00
Doc ID:	31

Service Area:	Housing Division
Department:	Housing Allocations and Advice
Contact Details:	Tel: 01443 873587 Email: housingallocations@caerphilly.gov.uk
Privacy Notice Name:	Common Housing Register - Applicant
Description:	This privacy notice will explain how Caerphilly county borough council will use the information you submit when making 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 submit in your Common Housing Register application will be used to assess your eligibility and used to determine your category of housing need. Based on your category of housing need you may be offered suitable social housing when it becomes available.

Legal basis for processing

Caerphilly County Borough Council are relying on your consent to process your 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

You have the right to withdraw your 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.

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:

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 your information within Caerphilly county borough council will be Housing Allocations and Advice, whose contact details are located at the top of this document.

Based on the choices you make when completing your Common Housing Register application, your information will also be processed by other social housing providers that operate within the Caerphilly county borough council area.

Details of any sharing of your information within Caerphilly county borough council

In order to assess your application and to ensure the accuracy of the information you have supplied, Caerphilly county borough council's Housing allocations and Advice and/or other social housing providers may request information from and pass information to other bodies, such as other departments within the Caerphilly county borough council.

Any information on your Common Housing Allocation application that relates to a private sector landlords, agents or rented properties may be shared with Caerphilly county borough council's Environmental Health, for the following purposes:

- ~ To investigate and if necessary take action against landlords and agents that are not registered, as required by the Housing (Wales) Act 2014.
- ~ To investigate and if necessary take action against landlords of properties that are in poor repair under various legislation.
- ~ To investigate and if necessary take action against landlords of houses of multiple occupancy (HMO) that are unlicensed and/or do not meet required HMO standards under various legislation.-

Details of any sharing of your information with other organisations

In order to assess your application and to ensure the accuracy of the information you have supplied, Caerphilly county borough council's Housing allocations and Advice and/or other social housing providers may request information from and pass information to other bodies, such as: 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: your former landlord(s): your solicitor(s): your mortgage provider: utility providers: the Land Registry: the Welsh Government: voluntary sector support agencies and contractors.

Caerphilly county borough council has a legal responsibility to protect public funds. We may use the information you have provided 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 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.

The information we hold regarding your Common Housing Register application or your support case, including any associated documents, will generally be kept for 7 years. However, the information will be kept longer if your housing application is still active or your support case remains open.

Automatic decision making / profiling

The information you submit in your social housing application will be assessed and used to determine your eligibility and if applicable your category of social housing need. This process contains elements of automatic decision making. Those applicants assessed as having the greatest need will be afforded the highest priority in relation to suitable social housing that becomes available.

Further information on the Common Allocation Policy for Caerphilly County Borough can be obtained from our website:

www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Housing/Common-Allocation-Policy

Your Rights (Inc Complaints Procedure)

Your rights under the Data Protection Act 1998

The Data Protection Act gives data subjects (those who the 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 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