

Privacy Notice – Housing Fraud

Details of what information we collect from you, what we do with it and who it might be shared with.

Information Collected

Most information is essential – you must provide this by law. Other information is optional. However, if you choose not to tell us something this may affect what action we take.

When we speak to you we'll ask for the information shown below. Essential information is marked with a *

1. ***Personal details.** Your current and any past names. Your date of birth, gender and national insurance number. Your nationality.
2. **Health information.** This is any physical or mental health information. We may also ask for your doctor or hospital consultant's details.
3. ***Financial information.** Your income, benefits received and expenditure. Details of any debts and who you owe the money to. Bank and building society details and account balances. Your savings and any money from inheritance. Any properties and business you own.
4. ***Address history.** We will need your current address and, how long you've lived there. We may also ask about your past addresses and why you moved.
5. **Preferred contact.** You can choose to give a telephone number and/or email address.

Why We Collect This Information

1. **Personal details.** We use these to identify you.
2. **Health information.** We use this to understand your needs.
3. **Financial information.** This is used to investigate your situation.
4. **Address history.** This is used to investigate your situation.
5. **Preferred contact.** You can choose to tell us your telephone number and/or an email address. We use these to contact you more quickly if we have any questions.

Who We Might Share Your Information With

1. **Department for Work and Pensions.**

If we think you have claimed benefits you are not entitled to we will contact the Department for Work and Pensions. We have a duty to do this under the Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014.

2. **Revenues and Benefits Fraud Team.**

If we believe you have claimed Council Tax Reduction you are not entitled to we will contact this team. We have a duty to do this under the Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013. We will also notify them if we believe you have claimed Housing Benefit you are not entitled to. We have a legal duty to do this under the Social Security Administration Act 1992.

3. **Police.**

Your personal information may be shared for the prevention and detection of crime. We have a duty to do this under the Crime & Disorder Act 1998.

What We Do With Your Information

The information you provide is used for us to execute our public duty under:

- The Housing Act 1996
- The Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014
- Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013
- Social Security Administration Act 1992

How Long We Keep Your Information

How long we keep your information depends on the outcome of our investigation:

If we prosecute you

We will keep your information for 5 years from the date of prosecution.

If we issue you with a caution

We will keep your information for 2 years from the date the caution is issued.

If we repossess your home

We will keep your information for 6 years from the legal end of the tenancy.

If we take no further action

We will keep your information for 1 year from the date the decision is made.

Your Legal Rights

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/privacy-policy>

You can also contact the Council's Data Protection Officer:

Email: liz.futcher@arun.gov.uk

Tel: 01903 737610

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