

Privacy Notice – Housing Homelessness

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

Information Collected

Some information is essential – we can't consider your application without it. Other information is optional. However, if you choose not to tell us something we may not make the right assessment. This means we may not be able to give you the help you need or find you a suitable home.

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

1. ***Personal details.** Your current and any past names. Your date of birth, national insurance number, gender and nationality.
2. **Health information.** This is any physical or mental health information. We will 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 or businesses you own.
4. **Support needs.** Details of any support you are getting or have previously had from support agencies. For example Citizens Advice Bureau, MIND, SSAFA (the armed forces charity), Christians Against Poverty etc.
5. ***Employment details.** If you're working we'll ask for your employer's name and whether you have a permanent or fixed-term contract. We will also ask for your hours of work, pay and deductions. We may also ask about your previous employers.
6. ***Address history.** We will need your current address, how long you've lived there and why you're leaving. Depending on how long you've lived in your current address we may also ask about your past addresses. We will also ask about any other times you've lived in temporary housing, slept rough or been homeless.
7. ***Criminal information.** You must tell us about certain convictions or prison sentences. We will need to know about the offence and the date you were convicted. If you've been to prison we will need the length of your sentence and any current bail or licence conditions.
8. ***Personal connections.** We will ask for the names and addresses of any relatives you have living in Arun or elsewhere.

9. **Safety factors.** For example if you are fleeing domestic violence. This could also be if you are worried about any other threats/risks to your safety.
10. **Ethnicity**
11. **Sexual orientation**
12. **Other information.** For example if you have any pets that need to be considered or which schools your children attend.
13. **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.** This is used to assess your needs
3. **Financial information.** We use this to work out how much rent you can afford. We also check if you have enough money for a deposit and whether you can afford any moving costs.
4. **Support needs.** These are used to assess your needs.
5. **Employment details.** We use these to see if you have a connection to the area.
6. **Address history.** This helps us to understand how you have come to your current situation. We also need to know if there are any issues with rent arrears or if there has been any unacceptable behaviour in your previous addresses.
7. **Criminal information.** This is used to assess your needs. We also use it to make sure we protect other people around you if needed.
8. **Personal connections.** This information helps us understand what support you have from family or friends in Arun or elsewhere.
9. **Safety factors.** We use this to assess your needs. We also need to check any home we offer is safe for you and your family. We may use the information to put you in touch with support organisations if this is what you want.
10. **Ethnicity.** This information is used for statistical purposes.
11. **Sexual orientation.** This information is used for statistical purposes

12. **Other information.** This is used to assess your needs
13. **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 about your application.

Who We Might Share Your Information With

1. **Ministry of Housing, Communities and Local Government.**
Your personal information may be shared for statistical monitoring purposes. We are allowed to do this under the Digital Economy Act 2017.
2. **Adult & Children's Social Care.**
Your personal information may be shared for the prevention and detection of crime. We have a duty to do this under the Anti-Social, Crime & Policing Act 2014. We may also share information if we feel there is a risk to a child or vulnerable person. We have a duty to do this under the Children's Act 2004, as amended by the Children and Social Work Act 2017 and/or the Care Act 2014.
3. **Probation & Offender Managers.**
Your personal information may be shared for the prevention and detection of crime under the Crime and Disorder Act 1998.
4. **Police.**
Your personal information may be shared for the prevention and detection of crime. We have a duty to do this under the Anti-Social, Crime & Policing Act 2014 and/or the Crime & Disorder Act 1998. We may also share information if we feel there is a risk to a child. We have a duty to do this under the Children's Act 2004, as amended by the Children and Social Work Act 2017.

With your consent we may also share details with

- Your doctor and other medical professionals
- The Local Health authority
- Prisons
- Support agencies
- Relevant charities
- Your current landlord
- Your previous landlord
- Housing associations or private rental landlords offering a potential home
- Schools and other education establishments
- The Department for Work and Pensions
- Current or past employers
- HM Revenues and Customs
- Banks/building societies
- Immigration Services and the Border Agency
- Family members/friends who are supporting you

What We Do With Your Information

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

- The Housing (Homeless Persons) Act 1977
- The Homelessness Reduction Act 2017
- The Housing Act 1996
- The Homelessness act 2002

How Long We Keep Your Information

We will keep your information for 6 years from the date you approach us.

If we find you a suitable privately rented or housing association home we will keep your information for 12 months. After this it will be destroyed.

If you go on to become a tenant in an Arun District Council owned property your information will be retained in accordance with our Neighbourhood Data Retention Policy. This can be found on our website.

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/>

