

Privacy Notice – Housing Allocations

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. Your immigration status.
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. ***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.
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. **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.
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. **Education establishments.** If you have been in education in the last two years we will ask you about this.
9. **Armed Forces.** We need to know about both current and past service.

10. **Ethnicity.**
11. **Sexual orientation.**
12. **Voluntary work.** We will need to know about the organisation and how long you've been volunteering.
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.
4. **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.
5. **Employment details.** We use these to see if you have a connection to the area. We also use the information to assess your needs.
6. **Support needs.** These are used to assess your needs.
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. **Education establishments.** This is used to assess your needs.
9. **Armed forces.** We use this to assess your needs.
10. **Ethnicity.** This information is used for statistical purposes.
11. **Voluntary work.** We use these to see if you have a connection to the area.
12. **Sexual orientation.** This information is used for statistical purposes.
13. **Other information.** This is used to assess your needs.
14. **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.

With your consent we may also share details with

- Probation and Offender Managers
- The council tax department
- The benefits department
- Support agencies
- Housing associations

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 Homelessness act 2002
- The Localism Act 2011

How Long We Keep Your Information

If we decide you don't qualify to go on the Housing Register:

- **If you haven't made a homelessness application:**
We will keep your personal information for 6 months after our decision.
- **If you have a homelessness application with us:**
Your information is kept in accordance with our Options Homelessness data retention policy.

If we decide you do qualify to go on the Housing Register

We will keep your personal details all the time you stay on the Housing Register.

If you ask us to remove your details from the Housing Register

- **If you haven't made a homelessness application:**
We will destroy your personal information within one month.
- **If you have a homelessness application with us:**
Your information will be kept in accordance with our Options Homelessness data retention policy.

If we give you a home in a Council owned property

Your personal information will be kept in accordance with our Neighbourhood data retention policy.

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/>

