

Privacy Notice (How we use your information)

Collaborative Knowledge and Insight Inequalities Project (Housing Inequalities)

This privacy notice is for a specific research project being worked on together by the University of Huddersfield and Kirklees Council which focuses on the Housing Inequalities within Kirklees. The aim of this project is to gather insight about the reasons why people who live in privately rented accommodation apply to the housing register.

The survey collects personal data, where you choose to provide it, via a questionnaire and/or interview. We keep the collection of personal data to the minimum and ask only for personal data where we believe they are necessary for meaningful research. All the findings we publish are anonymised; no-one looking at the findings will be able to identify you in any way.

How taking part could benefit you:

- This is a chance to share your story and express your opinions about the impact housing has on your life. Personal storytelling can help you by empowering you and encouraging personal growth.
 - It will also will have benefit the wider community and other people applying to the housing register, the information will be used by services and stakeholders to improve the service they offer.
- If you choose to take part in the interviews you will receive a thank you voucher of £50. Vouchers will be distributed after each interview.

The categories of information about you that we will collect, process, hold and share include:

Personal characteristics

- Age
- Gender
- Ethnicity
- First language
- Email and/or phone number (if you express interest in participating in the interview)

Financial Situation

- Benefits claimed
- Employed Status
- Financial Aid

Home Life

- Tenancy type
- Who currently lives in your house
- Reasons why you are on the housing register.

We will **not** collect your name, or any contact details that could identify you individually, so all questionnaire responses and interview conversations are anonymous. We will use pseudonyms (a made-up name or code, e.g. Participant 1) if we use text from your interview. And email addresses or phone numbers that you give us to contact you will be destroyed from our data files after use. The two main researchers who are conducting the interviews will be the only people who know your email address. Your email will be used to send you the £50 voucher too.

Why we collect and hold this information.

We use this personal data in order to:

- Help us to carry out specific research, for which we are responsible.
- Find understand more about your experience and what it's like for you.
- Give us more insight and direction with help tackling inequalities.
- Look at improving the private rental sector.
- Assess the quality of our services.
- Evaluate and improve our service performance.
- Derive statistics which will be used to inform decisions about future delivery of services.

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR, 2018), the lawful bases we rely on for processing this information are:

6(1)(a) Your consent. You are able to remove your consent at any time. However once final report has been published, we may not be able to remove certain information.

You can do this by contacting: Zoe McCluskey at: Zoe.McCluskey@kirklees.gov.uk or owen.richardson@kirklees.gov.uk

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive (e.g. your age and gender). Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are: Zoe.McCluskey@kirklees.gov.uk or owen.richardson@kirklees.gov.uk

9(2)(a) Your explicit consent. You are able to remove your consent at any time. You can do this by contacting: Zoe McCluskey at: Zoe.McCluskey@kirklees.gov.uk or owen.richardson@kirklees.gov.uk

How we store your personal information

The questionnaire results are stored on an IT platform called 'Qualtrics' which has been provided by the University of Huddersfield. The results of the study will be shared with Kirklees Council and stored safely and securely on Kirklees Council network drives. After the results are exported onto the Kirklees Council Secure Network Drive, the results collected on Qualtrics will be deleted. The interview recordings and transcripts will also be stored on the Kirklees Council Secure Network Drive.

We will keep the results to the questionnaire and interviews for three years. We will then dispose your information by deleting the results/information on the council system. It will only be stored in the online system and no physical copies will be made.

Who we may share your information with

We may sometimes share the information we have collected about you where it is necessary, lawful, and fair to do so. This would just be in adapted fully anonymous form. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- To develop local authority policies;
- To manage local authority performance;
- To administer and allocate funding;
- To identify and encourage good practice.

We may share this information with:

- Other services within Kirklees Council;
- Other housing organisations (e.g. Fusion housing)
- The University of Huddersfield.

We will not share personal information about you with anyone else without consent unless the law allows us to do so (you are at risk at harming yourself or others.)

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).



You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:

Zoe.McCluskey@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.