

## **Privacy Notice (How we use your information)**

### **Housing Benefit**

**The categories of information that we collect, process, hold and share include:**

- Personal information such as:
  - name, date of birth, national insurance number
  - partners name, date of birth, national insurance number
  - dependant children's name, date of birth
  - any other household member's name, date of birth
  - Immigration details relating to the applicant and their partner where either of those people might be a "person from abroad".
  - financial information relating to all of the above people including earnings, employer details, benefit and pension information, and information relating to capital held, including any bank accounts or share holdings.
  - Information relating to any contract to occupy current accommodation including the address of that accommodation and the Landlord's contact details including their address.
  - Name, address and contact details of any person making a notification in relation to any liable party whether living or dead.
- Characteristics such as:
  - disability in so far as it relates to another social security benefit or the suitability of accommodation occupied by the applicant or any other resident.

### **Why we collect and hold this information**

We use this personal data in order to:

- Decide whether a person is entitled to Housing Benefit;
- Decide how much Housing Benefit is payable;
- Decide who it is to be paid to and how;
- Enable us to carry out specific functions for which we are responsible in accordance with the Social Security and Welfare Reform Acts;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

### **The lawful basis on which we use this information**

We collect and process information about you under Article 6(1)(e) of the General Data Protection Regulation because Kirklees are exercising official authority which is laid down in Law in accordance with:

- Social Security Contributions and Benefits Act 1992

- Social Security Administration act 1992
- Social Security (Consequential Provisions) Act 1992
- Social Security Act 1998
- Child Support, Pensions and Social Security Act 2000
- Social Security Fraud Act 2001
- Welfare Reform Act 2007
- Tribunal, Courts and Enforcement Act 2007
- Welfare Reform Act 2012

In addition Special Category information in relation to Health where necessary and provide for the express purpose of a discount or exemption is processed under Article 9(2)(b) of the General Data Protection Regulation in order to assess eligibility against the criteria laid down in Law in accordance with the following Acts where those acts determine that a disability may increase the Housing Benefit award in order to reflect the nature and degree of the disability:

- Social Security Contributions and Benefits Act 1992
- Social Security Administration act 1992
- Social Security (Consequential Provisions) Act 1992
- Social Security Act 1998
- Child Support, Pensions and Social Security Act 2000
- Welfare Reform Act 2007
- Tribunal, Courts and Enforcement Act 2007
- Welfare Reform Act 2012

## **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. We will not retain documentation relating to any claim made for more than 7 Years, but the nature of the award and the basis upon which it was made is currently held without end date against your unique reference number(s).

## **Who we share this information with**

We routinely share this information with:

- The Courts and Tribunal Service – if a “person affected” in relation to a claim makes an appeal.
- The Department for Works and Pensions – where there is specific power to do so for a specified purpose.
- Contractors that provide services to Kirklees Council directly related to Housing Benefit such as providers of IT software and services under specific contracts where those contractors act as the council in their undertakings.
- Other Kirklees services where those services can legitimately access Housing Benefit data for a specified function e.g Kirklees Neighbourhood Housing.
- Other Kirklees services where those services are using their power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions under s111 Local Government Act 1972.

- Other Kirklees services where those services are exercising their general power of competence under the Localism act 2011.

## **Why we share this information**

We share information with the above persons on a statutory basis, under the GDPR legal basis of 'Public Task. This data sharing enables us to ensure that the right persons, receive the right level of benefit in a timely manner and that the public purse is protected from fraud and error.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

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

**Julian Hobson**

**Phone : 01484 221000**

**Email : [council.tax@kirklees.gov.uk](mailto:council.tax@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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.