

## Privacy Notice (How we use your information)

### Housing Services – Immigration Property Inspections

If you have made an application to the UK Border Agency for entry clearance into the UK (including family and spousal visas), you may have been asked to get an independent assessment for the property you (and your family) propose to live in.

This assessment is known as an immigration property inspection and is available from a range of providers for a charge. You are under no obligation to contact Kirklees Council for this inspection, should you wish to use another provider. However, please note that once you have made the payment for the inspection, you have entered into a contract with us.

The inspection ensures the property is safe, in a good state of repair and doesn't pose a health and safety risk. It also assesses whether the property will become overcrowded if any more people were to move in.

Once the inspection has been completed, we will send you a confirmation letter that you can use for your visa application.

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

- Personal information:

- Your name, address, email address and telephone number (as the person requesting the inspection).

- The address of the property being inspected.

- The property owner/landlord's name, address, email and telephone number (this will only apply if you don't own the property yourself).

- The name, gender, age and relationship to you for all the people who will be living in the property. This includes people already living in the property and the people who are seeking entry to the UK. This information is used to calculate how many bedrooms are required and assesses if the property will become overcrowded (using statutory guidance from the Housing Act 1985 (sections 325 and 326).

- If you have a separate sponsor, we will also need their name, address, email address and telephone number.

### Why we collect and hold this information

We use this personal data in order to:

- Log the work we have been asked to undertake on your behalf;
- Be able to undertake the inspection itself;
- Be able to calculate whether the property will be statutorily overcrowded;
- Log the outcome of the inspection;

- Be able to send you a confirmation letter once the inspection has been completed.

Please note:

- There is a charge for this service. Any financial information collected for the purpose of making payments will be done using standard corporate processes. Housing Services does not collect or process this type of data.
- The online form that you will need to complete is linked to the 'My Kirklees' account. There is a separate Privacy Notice for this: <https://my.kirklees.gov.uk/privacypolicy> You can, however, complete the form as a 'guest' and therefore you do not need to create an account.

## The lawful basis on which we use this information

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

- 6(1)(b) We have a contractual obligation.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- The Housing Act 1985

## How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives or on corporately procured secure storage systems.

We keep your data for 7 years. We will then dispose your information by manually deleting your information from all systems using corporately agreed secure processes.

## 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. In each case we will only share the minimum amount of information, only when required, for the following reasons:

- In relation to your immigration status, if queries arise.
- To provide customers and landlords/letting agents with the help and information you need to access housing and support, ensure your home is suitable and safe for your needs and maintain your tenancy.

We may share this information with:

- Other services within Kirklees Council such as Homes & Neighbourhoods (if they are your landlord);
- UK Border Agency (if requested);
- Your landlord (or another sponsor).

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so e.g. in relation to safeguarding concerns or our statutory duties in relation to housing in the private rented sector.

## 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](mailto: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: [housing.solutions@kirklees.gov.uk](mailto:housing.solutions@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.

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.