

Privacy Notice (How we use your information)

Housing Services

The Housing Solutions Service (HSS) and Accessible Homes (AHT) teams within the Council's Housing Services are the main source of cross tenure housing related information and advice for residents and others in relation for example to renting in the private sector or with housing associations (registered providers), hostel accommodation and the provision of an assessment, adaptation and rehousing service for disabled people in Kirklees regardless of their age. The Housing Solutions Service also performs and discharges the council's statutory duties in relation to homelessness, the housing register and compliance with housing standards.

To enable the Council to deliver and discharge its landlord's functions for the provision of management and maintenance services to extra care and general needs housing in Kirklees Council's Housing Revenue Account pursuant to the Government's Private Finance Initiative.

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

Personal information such as:

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Assessment information
- Financial information
- Household Information
- Relevant medical information

Other Characteristics such as:

- Gender,
- Ethnicity,
- Disability,
- National insurance number,
- NHS number

Why we collect and hold this information

We use this personal data in order to:

- Provide you with housing related services.
- To meet our legal obligations.
- Provide you with the support you need to access housing and support, ensure your home is suitable and safe for your needs and maintain your tenancy.
- Enable us to carry out specific functions for which we are responsible.
- Assess the quality of our services – whether we provide it or ask others to do this on our behalf.

- Evaluate and improve our performance.
- Derive statistics and intelligence which inform decisions about future delivery of services.
- Provide central government departments with statistical and research information e.g. H-CLIC.

The lawful basis on which we use this information

We collect and process information about you under the following legislation

- Part 6 and Part 7 of the Housing Act 1996
- Homelessness Act 2002
- Localism Act 2011
- Homelessness Reduction Act 2017
- Housing Grants Construction and Regeneration Act 1996
- Care Act 2014
- NHS & Community Care Act 1990
- Children and Families Act 2014
- Community Care (Delayed Discharges) Act 2003
- Housing Act 1985, section 27
- Local Governments (Contracts) Act 1997 section 1

We also process information about you in line with Article 6 (1) (e) of the GDPR which is *“Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law”*

We collect and process special category personal data which includes health & medical information. we collect and process this in line with Article 9, section H of the GDPR which states *“processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;”*

We also collect information about you which included your ethnicity, gender, religion and sexual orientation. We collect this under article 9 section G of the GDPR *processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.* We also collect and use this data in line with the Equalities Act 2010.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it in line with our retention schedule.

Who we share this information with

We routinely share this information, when necessary, including but not restricted to.

- Other services within Kirklees Council, including
 - Adult Social Care Services
 - Children's Services
 - Customer & Exchequer
 - Kirklees Neighbourhood Housing
 - Legal
 - Communities

- National government departments, including
 - Department for Education,
 - Health and Safety Executive
 - Ministry of Housing, Communities and Local Government

- Other partners, including
 - Police
 - Fire Service
 - The NHS
 - Department of Work and Pensions
 - Probation
 - Trading standards
 - Contractors delivering services on our / your behalf
 - Commercial fibre infrastructure providers
 - Registered providers of social housing
 - Voluntary and community organisations

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice.pdf>

If you would like further information about this privacy notice, please contact: **Adrian Wisniewski** at adrian.wisniewski@kirklees.gov.uk