

Privacy Notice (How we use your information)

Housing Team – Rent to Buy and privately rented properties

The Housing Team sits within the Homes & Neighbourhoods Service. Part of the Housing Team's remit is to allocate and manage rented and Rent to Buy and rented properties on behalf of private landlords. Rent to Buy is a scheme that allows you to move into a home and pay rent, with the opportunity to earn cashback to use towards a deposit when you buy it outright. The Council has entered into a management agreement for these homes and carries out all the functions of the landlord such as allocating homes, collecting rent, carrying out repairs; amongst other things; on the landlord's behalf. For further information on how your information is processed in connection with these services please see the [Housing Services Privacy Notice](#). **The categories of information that we collect, process, hold and share include:**

- Personal contact details such as names, addresses, telephone numbers, personal email addresses and emergency contact details
- date of birth; gender; marital status;
- reference details, next of kin, beneficiaries, details of family members and emergency contacts;
- national insurance number and other tax or governmental identifiers; identification documents and information such as passport, utility bills, identity cards, signature, etc.
- bank account details if you pay your rent by Direct Debit;
- work/employment details including salary;
- details of your income
- driving licence(s);

We may receive information about you from third parties including:

- Benefits office relating to your housing needs
- Previous landlords and credit agencies when you apply for housing
- Police, Council Departments, DWP, local charities etc. providing support or welfare services to you
- Councillors, MPs, or other elected representatives acting on your behalf / instruction

We will only collect information about you that we need, and we will ensure that the personal information we collect is updated on our systems in a timely and accurate manner.

Why we collect and hold this information

We use this personal data to:

Assess your eligibility for a privately rented and/or Rent to Buy property in accordance with the eligibility criteria.

- Enable us to carry out specific functions for which we are responsible;

The lawful basis on which we use this information

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

6(b) We have a contractual obligation.

In accordance with the Immigration Act 2014 landlords are required to verify a potential tenant's immigration status before a tenancy starts. This will be done online using your date of birth and a share code which you will need to obtain from the Home Office.

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives.

If your application for a property is unsuccessful, we will keep your personal data for one month from the date that we inform you that you have been unsuccessful. If you accept an offer of a tenancy, we keep your personal data for as long as you hold the tenancy agreement or (if you are required to pay a service charge for the property) for as long as you own the property. We can also keep it longer for any legal claims/proceedings, accounting, or reporting requirements. We have arrangements in place to regularly check and take steps so that we do not retain information for longer than is necessary, and we will review this from time to time.

We will then dispose of your information by deleting all digital records and safely disposing of any written documents via Kirklees confidential waste.

Under some circumstances, we may anonymise your personal data so that you can no longer be identified by it. We reserve the right to use such anonymised data without your permission or notice to you.

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.

We may share data with the landlord of the property you apply for, for the following reasons:

- To demonstrate that you meet the eligibility criteria for a privately rented or Rent to Buy property.

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

Your data protection rights

Under data protection law, you have several 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:

New.Business@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.