



Privacy Notice – Private Sector Housing

Introduction

Private Sector Housing have provided this privacy notice to help you understand how we collect, use and protect your information whilst we provide you with services related to your housing, including applications for grant aid, securing housing standards and energy advice. We also licence caravan sites and houses in multiple occupation and deal with long term empty properties and unauthorised Gypsy, Roma, Traveller sites.

The document below will describe how we may collect and process your personal information.

The purpose of this document is to clearly acknowledge the Council's responsibilities in relation to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Definitions

Personal Data means any information related to an identified or identifiable natural (living) person ('**data subject**') i.e. a person that can be directly or indirectly identified by reference to a name, ID reference number, email address, location data, or physical, physiological, genetic, mental, economic, cultural or societal identifier

Special Personal Data previously known as 'sensitive personal data', relates to race, ethnic origin, politics, religion, trade union membership, genetic data, biometric data, health, sex life or sexual orientation. Records of criminal personal data must also be treated in a similar way.

Data Controller determines the purposes and means of processing personal data.

Data Processor is responsible for any operation which is performed on personal data on behalf of the controller e.g. collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or making available, alignment or combination, restriction, erasure or destruction.

Third Party is someone / somebody who is not the Data Controller, the Data Processor or the Data Subject.

Who we are

The Private Sector Housing team are here to offer advice and assistance where problems arise with the standard of residential accommodation. We deal with disrepair, cold homes, damp and mould and other issues affecting the safety of residents. We also give financial assistance in the form of grants to eligible

households to help with disabled adaptations and improving standards. We provide a statutory enforcement role, primarily in relation to privately rented properties and are responsible for the licensing of caravan sites and houses in multiple occupation. We run the Suffolk Warm Homes Healthy People service which has a separate privacy notice.

The Council is the 'data controller' for the information which is collated and processed. This means we are responsible for deciding how we can use your information. If you want more information regarding the services delivered, please go to our [website](#).

The Council regards lawful and correct treatment of personal information as critical to their successful operations, maintaining confidence between the Council and those with whom they carry out business. The Council will ensure that they treat personal information correctly in accordance with the law.

The service is governed by legislation including the Housing Act 2004, the Caravan Sites and Control of Development Act 1960 and associated legislation.

The Data Protection Officer for ESC is Siobhan Martin, Head of Internal Audit, and can be contacted at dataprotection@eastsuffolk.gov.uk

How the law protects you

GDPR says that we are allowed to use personal information only if we have a proper reason to do so. More information on how the law protects you can be found on the [East Suffolk website](#).

Our Responsibilities

GDPR provides us with main responsibilities for processing personal data.

All personal information provided by you is held securely and in confidence by us in our computerised and other records. When we process your personal information, we do so in compliance with GDPR.

For further information on our responsibilities, please see the [East Suffolk website](#).

Your Rights

The GDPR provides you with the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making
9. The right to withdraw consent
10. The right to complain

Requests in relation to your rights with regards to the personal data we hold should be made verbally or in writing to the Data Protection Officer.

For further information on your rights, please see the [East Suffolk website](#).

Your responsibilities

You are responsible for making sure you give us accurate and up to date information, and to let us know if any personal information we hold is incorrect.

When do we collect information about you?

We collect information about you from different places, including:

- Information you provide to us
- Application forms completed by you or on your behalf
- Council held records
- County Council
- Land Registry
- Department of Work and Pensions
- Mortgage companies

What information do we maintain?

The information about you which we will maintain will include:

- Name and address
- Date of birth
- Telephone numbers
- Email addresses
- Who lives with you
- Tenure of your property
- Tenancy agreements
- Landlords details
- Mortgage details and other property charges

In addition for grant purposes:

- Income information including earnings and benefits supported by payslips and bank statements
- Capital held including account details and bank statements, details of other property or assets you own
- Health information

How do we use your information?

We will be using your information to:

- Investigate your housing conditions or other service request
- Process your grant and determine eligibility for funding

We will not use your personal data for other purposes other than for what it was collated unless we have obtained your consent or for other lawful purposes (e.g. detection and prevention of fraud).

How long do we keep your information?

We keep information for both statutory and discretionary purposes.

Statutory information: We will hold your personal information for 6 years for audit purposes. If you receive a grant from us we will keep your personal data for the period of the grant conditions which may be between 10 and 30 years, if the grant is linked to a repayment condition. You consent to this when you sign the grant paperwork (Deed of Agreement).

Discretionary information: We will hold your personal information for 6 years for audit purposes, and you can request that your personal information is deleted at any time.

Data Sharing

We will share your personal information with:

- Orbit Home Improvement agency if you are applying for a disabled facilities grant
- Contractors that you ask us to liaise with on your behalf
- Your landlord and/or letting agent
- Other teams within the Council

Transferring your information overseas

Currently, we do not transfer any personal information outside of the European Economic Area (EEA).

National Fraud Initiative (NFI)

We may share information provided to us with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For further information, see the [East Suffolk website](#).