

## **Housing Advice and Homelessness Prevention**

### **Privacy Notice**

#### **How we use your personal information**

We use your information so that we can provide assistance to individuals who are homeless or may be at risk of becoming homeless. We have a legal duty to provide this service.

#### **What is the legal basis for the use of this information?**

Data Protection law says that we are allowed to use and share personal information only where we have a proper and lawful reason for doing so.

Our lawful basis for processing personal information is order to provide Housing Options service is to undertake our official duties and to satisfy our legal obligations under but not limited to the following legislation

- Homeless Reduction Act 2017
- Housing Act 1996
- Housing Act 2004
- Protection from Eviction Act 1977
- Homeless Reduction Act 2002
- Localism Act 2011
- Children Act 1989 and 2004
- Equality Act 2010
- Human Rights 1998
- and any other associated regulations statutory Guidance and codes of guidance

We have a legal obligation to obtain this information to perform our public task and in some instances where there is a risk of harm, a vital interest to obtain and hold this information in accordance with Articles 6(1)(d) and 9(2)(g) of General Data Protection Regulations.

#### **What we will do with it**

Your information will be held and used by the council. We will share some information about your circumstances with the Department for Levelling Up, Housing and Communities (DLUHC). We will do this to help improve the services you receive. The following personal information will be shared, forename, surname, date of birth, National Insurance Number, Property name or number of current or last settled accommodation and post code. It is important to note that this will not affect your benefits, services or any treatment that you get.

We may check information you have provided with your doctor, support worker, social services in order to ensure the accuracy of the information, to prevent or detect fraud or to protect public funds.

We may also share your information with our emergency and temporary accommodation providers to assist with your placement into temporary accommodation.

We will not share your information for marketing purposes.

### **How long will we keep your information?**

We will keep your information for 7 years from the date your file is closed. When we no longer need to keep your information, we will securely and confidentially dispose of it.

### **More information**

For more information about how we look after your information or to find out more about your rights, go to <https://exeter.gov.uk/DataProtection> or contact the Data Protection Officer on 01392 265257.