

Privacy Notice for Homelink (Social Housing Applications)



Nottingham City Council Information Compliance

Service Area: Housing Options
Directorate: Housing Services
PN-355

April 2024

The **Homelink process** within Housing Services is part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- **the administration of HomeLink activities – *primarily this involves managing the application process for Social Housing in accordance with the statutory guidance on social housing allocations for local housing authorities in England.***

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your:

- Name, address, contact details
- Copies of documents submitted for personal identification: 1. Photo ID: passport, driving licence, or travel pass, and 2. Non-photo ID, such as birth certificates, bank statements, medical cards, utility bill or letter from DWP/benefit agencies

- Copies of passports or other status documentation submitted for proof of right to rent, such as proof of UK citizenship if UK citizen or if non-UK citizen proof of eligibility to live permanently in the UK.
- Financial information for eligibility such as proof of current income and assets
- Any relevant previous ASB record
- Non-payment of rent previously
- References from previous landlords
- Proof of children e.g. birth certificates or child benefits, and court order or solicitor's letter if needed for details of any dependent children or any children that may live with you

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Political opinions
- Religious beliefs
- Physical or mental health (disability, physical or mental health, details of any care arrangements)
- Sex life or sexual orientation

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this is **necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council**'. This is a result of the powers or duties contained in:

- **Housing Act 1996**
- **Housing Act 1985**
- **Asylum and Immigration Act 1996**
- **Housing (Qualification Criteria for Right to Move) (England) Regulations 2015**
- **Social Housing (Regulation) Act 2023**
- **Homelessness Act 2002**

The condition under which we process 'special categories of personal data' is that such use is for reasons of substantial public interest for statutory and government purposes, regulatory requirements relating to unlawful acts and dishonesty and safeguarding of children and individuals at risk, and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information being processed may also include personal data relating to criminal offences (that are not legally spent under the Rehabilitation of Offenders Act 1974). The condition under which this information is processed is for preventing and detecting unlawful acts and safeguarding of adults and children.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- **Probationary Service**
- **The Home Office**
- **Social Housing providers within the Homelink Partnership**
- **Your GP, community health or other healthcare providers**

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>. The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You **are not** obliged by statute or contract to provide the information that is specified here. **However, if we were not able to process your personal data we cannot process your social housing application and you must agree to the declaration stating that you have provided all relevant information we have requested.**

How long will the Council retain the data for?

The information that you have provided will be kept whilst your application is active or the application is terminated, and/or if you enter into a contract for a council tenancy until 6 years after the tenancy is terminated.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK General Data Protection Regulation provides for the following rights as prescribed by the legislation:

A right to request a copy of your information

A right to request rectification of inaccurate personal data

A right to request erasure of your data known as 'the right to be forgotten'

A right to in certain circumstances to request restriction of processing

A right in certain circumstances to request portability of your data to another provider

A right to object to processing of data in certain circumstances

A right regarding automated decision-making including profiling

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,

Cheshire
SK95AF

www.ico.org.uk

Further Information

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .