

Privacy Notice for Disabled Facilities Grant Applications

Data Controller: Erewash Borough Council, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP

Data Protection Officer: Rachel Fernandez, Performance and Community Manager, Erewash Borough Council, Town Hall, Wharncliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tele: 0115 9072244

Introduction

The Council is committed to being transparent about how it collects and uses the data it collects and to meeting its data protection obligations.

The Council collects data to comply with the requirement to means test applicant's to provide adaptations via Disabled Facilities Grants.

What information does the council collect?

The council collects a range of information about you. This includes:

- Names
- Addresses
- Tel No's
- Gender
- Ethnic Origin
- Date of birth
- Health information
- Doctors letters
- Bank statements
- DWP Benefit details
- Earnings details
- P60
- NI numbers
- Birth Certificates
- Marriage Certificates
- Stocks and shares
- Utility bills
- Copies of emails
- Invoices

The council may collect this information in a variety of ways, for example:

Email
Postal
Telephone

The council may also collect personal data about you from third parties, from:

Derbyshire County Council, (Adult Care, Property Services and Property Finance Departments) and

Metropolitan Care and Repair.

Data will be stored in a range of different places including;

Housing Assistance computer data base
Disabled Facilities Grant Application Files
Provisional Test of Resources Calculation computer data base
Computer shared drives, excel spreadsheets.

Why does the council process personal data?

The council needs to process data to take reasonable steps at your request to entering into a contract with you. It may also need to process your data to deliver a service you have requested.

The council needs to process data to ensure that it is complying with its legal obligations under the following legislation:

The Housing Grants Construction and Regeneration Act 1996 and

The Housing Renewal Grants Regulations 1996.

The Council will collect, process and store the personal information that you provide to us in order to process your application for a Disabled Facilities Grant. Processing of your personal information in this way is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Who has access to data?

Members of the Housing Renewal Team, Housing Services Manager and the Metropolitan Care and Repair Caseworker will have access to your data.

The council will not transfer your data outside the European Economic Area.

How does the council protect data?

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the council keep data?

In compliance with the council's retention policy your data will be retained for a period of 7 years.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the council to change incorrect or incomplete data
- Require the council to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing; and
- Object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Council's nominated Data Protection Officer, Rachel Fernandez, performance and community Manager. Erewash Borough Council, Town Hall, Wharnccliffe Road Ilkeston, Derbyshire, DE7 5RP, email rachel.fernandez@erewash.gov.uk, tele: 0115 9072244

If you believe that the council has not complied with your data protection rights, you can complain to the information Commissioner.

What if you do not provide personal data?

You are not under a statutory or contractual obligation to provide the data to the council. However, if you do not provide the information, the council will not be

able to process your grant application for financial assistance towards the provision of the adaptation.

Automated decision-making

The Disabled Facilities Grant assistance service is not based on automated decision-making.