

Privacy Policy – Housing / First Homes (Applications for Affordable Tenures not allocated via the housing register)

This privacy notice explains how Dacorum Borough Council (the Data Controller) will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

What information do we collect about you?

- Name, Address, DOB, NI Number and contact details, proof of EU Citizenship
- Supporting Documents – Drivers Licence, Passport etc.
- Details of other members of the household
- Financial Information
- Address History
- Landlord Details (Private or Housing Association)
- Details of any owned properties, proof of ownership (Deed Title)
- Details of anyone authorised to act on your behalf including; Legal representation, conveyancer etc.
- GP Name and contact details
- Local Connections to any specific locations / villages.
- Eligibility Criteria
 - Key Worker
 - Armed Forces
 - Caring Responsibilities

How will we use the information about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a GDPR Article 6(1)(e)} "processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller" under MHCLG (First Homes Guidance) the, The Council also has an obligation under GDPR Article 6 (1) (a) "Data subject has given consent to processing". In this case, we are collecting personal information so that we can;

- Manage, administer, assess and monitor applications submitted to us by third parties for affordable housing not allocated via the housing register
- Undertake Local Authority conveyancing requirements as required
- Ensure vendors, purchasers and householders are observing the requirements and restrictions of any legal agreement in relation to a property
- Administer data concerning the sale and use of properties (such as lettings periods) and to use this for monitoring and enforcement purposes as necessary
- Prevention and detection of fraud

Special Categories of Data

If you are providing us with special category personal information (such as details about your health), we will be processing this under Article. 9(2) and Article 10.

- Medical Information
- Disability Information
- Domestic Abuse Information

Processing of Special Category Data is carried out specifically under the following;

Article 9(2) (a) – the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Sharing / Recipients

We may share the information with other recipients for the purposes of carrying out the functions (listed above)

We may share your information with;

- HM Land Registry (to check ownership)
- Property Logbook companies
- Land Registry
- Developer/house builder/property vendor
- Refuges
- Other internal Council departments E.g., Corporate Anti-Fraud, Legal and Governance, Finance, Planning, Benefits and Council Tax
- Immigration Office – to verify information provided in support of a housing application
- G.P – to assess an individual's physical or mental health condition in support of a housing application

How long will we keep this information?

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact foi@dacorum.gov.uk

Security and Location of Data

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment that is continually monitored and tested.

Accuracy of Personal Data (Article 5(1) (d))

“Personal data must be accurate and, where necessary kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.”

You have a right to request information about you be corrected. Please contact the team on foi@dacorum.gov.uk , who will validate the information and update the information in our systems accordingly.

Individuals’ Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@dacorum.gov.uk in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

You have a right to request erasure, rectification or restriction where you have provided the Council information under on the lawful basis of consent (Article 6(1) (a)). You may also withdraw your consent to the Council processing the information you have provided to us under this lawful basis. Please contact foi@dacorum.gov.uk in the first instance.

Notification of changes

From time to time, it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point, we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy> .

Our Data Protection Policy

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Manager (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.

Policy Version

This Policy was last updated on 22nd August 2024