

Privacy notice - disabled facilities grants

Lawful basis for processing your data

Processing your data is necessary for the council to perform a task carried out in the public interest or in the exercise of its official authority in accordance with Article 6(1)(e) and 9(2) of the General Data Protection Regulations (GDPR).

How we process your data?

Wyre Council (The Data Controller) will only process and share your personal information to complete your application for funding for adaptation(s) through a Disabled Facilities Grant (DFG) as required under the Housing Grants, Construction and Regeneration Act 1996. The personal information referred to Wyre Council from Lancashire County Council Social Services will be discussed with members of an assessment panel to prioritise all adaptations. If you are eligible for a DFG, the information collected will be securely stored and may include, your name, address, telephone number, date of birth, national insurance number, health and financial information where required.

How we may share your data?

We may share your personal information with internal council departments and external organisations and contractors to prioritise and process your DFG application to complete the required adaptation. This may include the following organisations:

- Lancashire County Council social services/occupational therapists
- Members of the assessment panel consisting of Wyre Council's housing team, health professionals, representatives from housing associations and any other relevant persons
- The property owner (if you are not the owner occupier) or
- Your selected contractor

We may also be required to share your personal information with the police, credit reference agencies, official government departments, for example the Department for Work and Pensions and HM Revenue and Customs and other local authorities for the purpose of the prevention and detection of crime.

How long will we keep your personal data?

We will retain your personal data for 10 years following completion of the DFG and required adaptation. After this time the paper file will be shredded and the electronic records will be deleted.

What are your rights

You have the right to request access to the information that we hold about you. To make a request for this information, please contact our Information Governance Manager, Joanne Porter.

In addition to the above, you may also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means and
- data portability

If you wish to execute any of these other rights, please contact the councils Data Protection Officer.

How to contact us

If you have any questions about how we handle your personal data, please contact the council's Data Protection Officer; Joanne Billington on 01253 887372 or visit www.wyre.gov.uk for further information.

You also have the right to contact the [Information Commissioner](#) if you are unhappy with how we are handling your personal data.