

Privacy notice - housing options

This privacy notice explains how Wyre Council will use any personal information we collect about you when you contact us to access our housing services relating to homelessness.

Lawful basis for processing your data

Your data will be processed by the council to carry its statutory obligations in accordance with Article 6(1)(c) of the General Data Protection Regulations (GDPR). If you have provided us with special category data (such as details about your health) we will process this under Article 9(2) of the GDPR. Where the personal information supplied contains details of criminal convictions this will be processed in accordance with Article 10 of the GDPR.

How we process your data

Wyre Council (The Data Controller) will only obtain, process and share your personal information to process your application for support to assist you in preventing your homelessness or to provide you with services in relation to our statutory housing / homelessness duties in accordance with Housing Act 1996, Homelessness Act 2002 and Homelessness Reduction Act 2018.

When you access any of our services the information collected will be securely stored and may include the following:

- Name
- Date of birth
- Current address
- Gender
- Sexuality
- Ethnicity and religion
- Any relevant financial information
- Any relevant health information
- Criminal convictions

How we may share your data

We will only ever obtain and share your information with internal council departments and other external organisations who are involved in supporting you and relating to your support needs. This may include the following:

- Housing benefit and council tax services
- Social services and related agencies
- HMP
- Probation and youth offending services

- Citizens advice
- Your doctor
- Other local authorities including social care services and organisations contracted to local authorities to deliver services on their behalf
- Housing associations
- Letting agents
- Private sector landlords
- NHS medical professionals

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.

We are also required to share your data, with the Ministry of Housing, Communities and Local Government (MHCLG) for the purpose of evaluating and researching homelessness nationally. A copy of the MHCLG privacy notice is available on our website. Should you require further information regarding their handling of your information, please contact dataprotection@communities.gsi.gov.uk

How long we keep your personal data

We will retain your data in accordance with the retention timescales which can be found in the council's information asset registers, which are available on request.

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 council's Data Protection Officer.

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 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.