

## **Housing benefit privacy notice**

### **We collect your information to:**

- administer the housing benefit scheme payable to people on a low income
- identify if you're entitled to other benefits and local welfare provision
- contact you if you're eligible

### **What type(s) of information do we use?**

- contact details
- National Insurance number
- nationality
- financial information
- employment data
- family and relationship details
- Details of any other member of your household. From 5 January 2023, your non-dependant's earnings listed on the claim may be verified with the Department for Work and Pensions Searchlight system to work out how much the applicant will be paid.

### **What is the legal basis for using your information?**

We are required to use your data to carrying out legal obligations or to comply with a statutory function

### **Where do we get your information?**

- yourself
- central Government

### **Who do we share your information with?**

- central Government
- other Local Authorities
- CIVICA our software provider

### **How long will we keep your information?**

Up to 7 years

Claim form and rent related documents will be retained for the period which the claim is live.

### **Transferring your information outside of the European Union (EU)**

We will not transfer your information outside of the EU.

### **Automated decisions using your information?**

For this service all the decisions we make about you involve human intervention.

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### **Our Data Protection Officer**

If you wish to contact our Data Protection Officer then you can do so by:

E-mail: [DPO@staffsmoorlands.gov.uk](mailto:DPO@staffsmoorlands.gov.uk)

Or by post: Data Protection Officer, Buxton Town Hall, Market Place, BUXTON SK17 6EL

## **Your rights**

The GDPR provides individuals with a number of rights:

- 1.The right to be informed
- 2.The right of access
- 3.The right to rectification
- 4.The right to erasure
- 5.The right to restrict processing
- 6.The right to data portability
- 7.The right to object
- 8.Rights in relation to automated decision making and profiling.

[More information about the rights of individuals can be found on the Information Commissioner's website.](#)

## **Raising Concerns**

If you are concerned about the way that we are handling your information then you should contact our Data Protection Officer. Contact details are provided at the top of this notice.

We will investigate your concerns and respond to you within 28 calendar days.

If you are still unhappy after receiving our response then you can raise your concerns with the Information Commissioner's Office (ICO). [More information about raising concerns, including how to contact the ICO, is provided on the ICO website.](#)