

Council Service:	<i>Housing Options</i>
Why we use personal information about you	<ul style="list-style-type: none"> • Assess your housing situation and the housing need of you and your household • Determine the duties owed to you in respect of your housing situation • Advise and assist you to resolve your housing situation • Ensure that we meet our statutory duties • Build statistical information to inform plans and strategies in relation to homelessness – this will not identify individuals
Why we are allowed to use your personal information	<p>Legal obligation or public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> • the Housing Act 1996, • Homelessness Act 2002, • Equality Act 2010 • Homelessness Reduction Act 2017
What sort of information we may hold about you	<p>The personal Data that we hold includes information such as;</p> <ul style="list-style-type: none"> • your households names, • date of birth, • contact details, • relevant housing history • any agencies working with you for specific purposes such as but not limited to offending, child protection and support needs • special category personal data such as gender, ethnicity, religion or other beliefs, sexual orientation and medical history.
How long we may keep your personal information	<p>Your information will be held electronically or on paper and retained for a period of 6 years after closure of your case. Your information will be held securely and treated confidentially.</p>

<p>Who we share your personal data with</p>	<p>If we need to talk to other people and organisations regarding your information in the course of conducting our enquiries and assisting with your housing we will obtain your consent. You will give this consent as part of the declaration that is signed when you approach the Council for Housing Advice. We will not be able to assess your circumstances and offer the correct advice if this is withheld.</p> <ul style="list-style-type: none"> • The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the cabinet offices National fraud Initiative. • We may share your information for the lawful purpose of the prevention and detection of crime under the Crime and Disorder Act 1998 • Data will be uploaded securely to the Ministry of Housing Communities and Local Government for the purpose of analysing and reducing homelessness. This is explained in the separate flowchart • We may share your information with other Council services to ensure our records are accurate and up to date
<p>When computers make any decisions about you</p>	<p>Not applicable</p>
<p>When your data gets sent to other countries</p>	<p>Not applicable</p>
<p>Your Rights</p>	<p>You have the right to:</p> <ul style="list-style-type: none"> • Request a copy of your information (known as a subject access request) • Request rectification or erasure of your information • Request a restriction on the processing of your information, and, object to processing of your information • Complain to the information Commissioners office about the way the Council processes your information <p>If you require further information about the use of your data or would like to exercise any of the above rights please contact: the Data protection officer at South Ribble Borough council</p>