

Privacy Notice for Royal Borough of Windsor & Maidenhead Housing Enabling Service

Who we are:

Housing Enabling – Place Directorate

Lawful basis for processing the information:

Local Government Finance Act 1992

Housing Act 1996 (as amended) by the Homelessness Act 2002

Homelessness Reduction Act 2017

Code of Guidance – DCLG

Article 6(1)(e) of the General Data Protection Regulation - 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

How we collect information:

Information is collected face to face, by phone, from other government departments, by email or from electronic forms via the council's website.

Information is collected from the data subject, support worker, medical professional, police, probation service, housing associations, other internal council services or a parent or guardian.

Online forms can be completed to tell the council you have a property to let, or report an empty property.

Emails can be sent to a shared email box landlords@rbwm.gov.uk

Categories of information collected:

For most functions, the Housing Enabling Service will collect individual's names, residential addresses, email addresses, the addresses of properties made available for letting and the records of their health and safety certification. We may collect any other information provided to us that is relevant to the delivery of affordable housing.

For specific schemes we may also collect a date of birth (if required) household composition, medical records and other personal details relevant to a client's immigration status.

How we use the information provided:

Information will be used for the purpose of providing affordable housing.

Who has access to the systems that hold information about you?

Only the Housing Enabling service will have access to your information.

Who we may share your information with:

Housing Associations, managing agents, service providers, accommodation providers. If necessary we will share details with the police and other internal council departments e.g. Housing Benefits, Achieving for Children, finance.

How long we store your information:

6 years from the case being closed.

Does your service utilise automate decision making? – No