

## **Housing Options, Interest Free Loan Requests Privacy Notice**

### **Who we are**

Housing Options Service  
Place Directorate  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

### **Lawful basis for processing information:**

Local Government Finance Act 1992

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

Homeless Reduction Act 2017

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 can be collected from the person applying for the loan, support worker, medical professional, police, probation service, Housing Associations, other internal Council services and partner agencies.

### **Categories of information:**

Housing options will collect names, residential addresses, email addresses, date of birth, household composition, National Insurance number, bank accounts and statements, payslips, savings and investments and any relevant current home ownership details. Information is collected face to face, phone, email and via the Royal Borough of Windsor and Maidenhead website

### **How we use the information provided:**

To assess income and expenditure for qualification of an Interest Free Loan

**Who has access to the information about you:**

Housing Options Service and finance department (if the Interest Free Loan is issued).

Personal details will be passed to debt recovery agencies on a defaulted loan.

**Who we may share your information with:**

Other Council Departments:

Finance department

Revenues and benefits team

Debt recovery agency (on default cases only)

All council services have their own privacy notices published to enable you to see what they do with the personal data provided. <https://www3.rbwm.gov.uk/privacy>

**How long we store your information–**

6 years plus the current financial after completion of loan

**Does your service utilise automated decision making? – No**