

PRIVACY NOTICE

Discretionary Housing Payments

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

We collect and hold information about you in order to assess extra financial assistance through Discretionary Housing Payments.

What legal basis allows you to use my information?

The legal bases that allow us to use your information is the **Public Task**. The processing is necessary for us to perform a public task in the public interest as detailed in the Discretionary Financial Assistance Regulations 2001.

Do I have to provide this information and what will happen if I don't?

The information is needed to assess any entitlement to additional financial assistance through Discretionary Housing Payments. There is no requirement to provide this information as it is optional for further assistance..

Who will my information be shared with?

Department of Works and Pension, Halton Borough Council's Housing Solutions Team and Registered Social Landlords.

How long will you keep this information for and why?

Information provided on a Council Tax Reduction, Housing Benefit and Free School Meal application will be retained whilst the claim remains in payment. If a claim is cancelled then the Council will keep details/information provided in relation to this claim for a further 7 years, which complies with the Council's record retention policy.

How will my information be stored?

Information will be stored electronically on a secure document imaging and Benefits system.

Will this information be used to take automated decisions about me? No

Will my data be transferred abroad and why? No

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to data portability – you have the right to obtain and reuse your data for your own purposes (copy or transfer personal data to another environment) in certain circumstances

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

In addition to the information you provide, some information may be sourced from Department of Works and Pensions and will not be accessible to the public.

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk