

## **PRIVACY NOTICE**

### **Housing Benefit, Council Tax Reduction and Free School Meals**

#### **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 process your application for Housing Benefit, Council Tax Reduction and Free school meals which are means tested benefits and information will be used to calculate these claims.

#### **What legal basis allows you to use my information?**

The legal bases that allow us to use your information are:

To comply with a **legal obligation** - the processing is necessary for us to comply with the Housing Benefit Regulations 2006.

The processing is necessary for us to perform a **public task** in the public interest or for our official functions and the task or function has a clear basis within the following legislation:

The Education Act 1996

Children & Families Act 2017

Local Council Tax Reduction: Prescribed under the Local Government finance act 1992, The Council Tax reduction schemes (prescribed requirements) (England) regulations 2012 and the Council Tax Reduction schemes (Detection of Fraud & Enforcement) (England) regulations 2013, as amended.

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

The information is needed by law to ensure benefit claims are calculated correctly. Failure to supply information may result in claims being suspended/cancelled or loss of Benefit.

#### **Who will my information be shared with?**

Your information may be shared with other departments within Halton Borough Council and the following organisations as allowed by law:

Department of Works and Pensions

Employment Service

Inland Revenue

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 in certain circumstances (copy or transfer personal data to another environment).

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](mailto:informationgovernanceservice@halton.gov.uk)

### **Source of data**

In addition to information provided by yourself, some information may be sourced from the 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](http://www.ico.org.uk)

