

# North Yorkshire Home Choice - Privacy Notice

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## Who We Are

North Yorkshire Home Choice is a Partnership of Local Authorities and Registered Social Landlords who provide social housing for rent in the wider area of North Yorkshire (excluding Harrogate)

## What We Do

We provide a choice based lettings service which gives access to available social housing stock for rent through a single housing register.

## Why We Need Your Information

When you apply for social housing and ask to join the North Yorkshire Home Choice Housing register we need you to complete a housing application.

The application form maybe electronic through the North Yorkshire Home Choice Website or paper based.

The purpose of the application form, the questions we ask and the information you provide is needed for us to process and administer your application for social housing.

We need this information to

- check you are legally eligible for social housing
- check you qualify for access to the North Yorkshire Home Choice Housing Register
- assess your priority housing need including the type and size of property you may be eligible for

Without this information we cannot operate the North Yorkshire Home Choice, choice based lettings service to help you access the social housing register.

We may use your information to provide statistical and demographic information, for example the number of applicants on the housing register or the number of households that have been housed, the demand for a certain type of property to support future planning or to complete central government returns within social housing allocation (CORE data returns)

This information will be anonymised and will not identify any individual.

## **What Type of Information do we need**

The information you provide as part of the housing application form will include personal data and this may include sensitive information (known as special category data)

For example Special Category data may be health related. If your current housing is unsuitable as it is impacting on your health or a disability and you have asked to move, we need this information to process and assess why your current home is unsuitable and how a move would be of benefit. We will ask for your permission to disclose this information by an on-line declaration and consent form (at the end of your on-line application) or a paper declaration and consent.

## **Why we share information**

We need to share your information so that we are able to operate a choice based letting scheme to allocate social housing, meet current legislation and to progress any properties you may have expressed an interest in renting through placing a bid.

## **Who we share your information with**

We share your information with the local authorities and registered social landlords who process and administer your application for access to the housing register and eligibility for social housing.

Your information may be shared with other registered social landlords who advertise available social housing for rent for the purpose of allocating a property or specialist agencies who may need to assess the suitability of a property allocation.

Participating Landlords are registered social landlords who have access to the allocations IT system and associated landlords are those registered social landlords who have nomination agreements to provide housing to a local authority.

We publish a list of full partners, participating and associated landlords on the North Yorkshire Home Choice website <https://www.northyorkshirehomechoice.org.uk>

Information shared will be relevant in the allocation of social housing and/or where you have expressed an interest in a property (known as and referred to as bidding).

Under the Data Protection Act 2018 and any successor legislation, we may be required to share information with 3<sup>rd</sup> party organisations such as the police and other statutory agencies for the purposes of preventing and detecting crime or for anti-fraud purposes.

Information may also be shared with your family or associates or someone who represents you but only where you have asked us to do so.

## **How is your information stored**

Your information is securely stored on the North Yorkshire Home Choice Housing Management system supplied and supported by Abritas and owned by Civica and

housing management systems operated by our partner landlords, participating and associate landlords.

The information held by each partner, participating and associate landlord will be treated in compliance with the requirements of the DPA 1998 and any successor legislation.

Information will not be shared to third party countries or international organisations.

### **How long is the data kept**

We will only keep your information for as long as is necessary and it will be securely/confidentially deleted/destroyed in line with agreed retention periods of each partner, associated or participating landlord and their internal retention periods.<sup>1</sup>

### **Your Rights**

You have the right to be informed about the collection and use of your personal data, you can ask to see copies of data held and ask for it to be corrected or deleted.

To find out about your rights under the data Protection Act 1998 (and any successor legislation) you can go to the Information Commissioners Office (ICO)

<https://ico.org.uk/for-the-public/>

If you have any questions about this Privacy Notice, your rights, or if you have a complaint about how your information has been used, please contact us using our Partner contact details available on the North Yorkshire Home Choice website at [www.northyorkshirehomechoice.org.uk](http://www.northyorkshirehomechoice.org.uk)

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<sup>1</sup> We are currently reviewing our retention periods at City of York Council to take account of the new legislation and guidance from National Archives. We will update this Privacy Notice when the review is completed.