

# 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 City of York and Harrogate local authority area)

## What We Do

We provide a choice based lettings scheme and operate a single housing register

## What is Choice Based Letting and how does it work

Choice based letting is a scheme which allows an applicant to make a “bid” for a property advertised by local authorities and registered social housing providers available to rent. Applicants must have an active housing application to make a “bid” Generally accommodation will be offered to the bidder with the highest priority under the allocations scheme and matches the lettings criteria for that property. Some properties may be allocated as a direct let or may be restricted to a specific need such as an adapted property.

## Why we need to process your data

When you apply for social housing we need you to provide information so that we can identify that

- You are eligible for social housing
- You qualify for housing under the allocations policy
- What your housing need is
- What type and size of property would be most suitable to meet your needs

## What is the lawful basis for collecting this data

The processing is necessary for us to perform the task of administering the North Yorkshire Home Choice housing register and the local authorities duty to allocate housing under part 6 Housing Act 1996 (as amended by the Localism Act 2011)

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

The information you provide as part of the housing application form may include sensitive information and special category data under article 9(2) of GDPR

For example Special Category data may be health related. If your current housing is unsuitable as it is impacting on medical and welfare grounds or you need to move because of a disability or access need we may need this information to assess why your current home is unsuitable and how a move or an alternative property would be of benefit. We get your permission by an on-line declaration when you submit an electronic application or when you sign a paper application form.

### **What happens to your information**

Your application will be held using secure storage. The housing register we operate is called Abrisas and operated by Civica, which is the data processor. Your information may also be stored on the secure housing system of the processing partner of North Yorkshire Home Choice. Information held by partner, participating and associate landlords will be treated in compliance with the requirements of the data protection and privacy legislation

You can find out more about Civica at <https://www.civica.com/en-gb/policies-and-statements/privacy-notice/>

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

Your information is shared between the local authorities and registered social landlords who process and assess your application for social housing.

Your information may be shared with other registered social landlords or private landlords who let property through NYHC and you make a bid on one of their advertised properties.

Participating Landlords are registered social landlords who have access to Abrisas the allocations IT system, 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>

Under data protection 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, advocate or someone who represents you but only where you have asked us to do so.

### **How long is your information kept for**

Your application and supporting information will be kept on the housing register until you are housed and then for a further 7 years. Inactive or partially completed applications will be held for 7 years. We keep your data only for as long as

necessary and it will then be securely deleted. Housing landlords or housing landlords where you bid on a property will publish their own privacy policy and retention periods.

Where required or appropriate, at the end of the retention period we will pass onto the City Archives any relevant information.

### **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 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)

Privacy Notice: Published August 2016

Reviewed and updated - May 2018 May 2021 April 2022

Reprinted June 2022

Next review scheduled May 2023

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.