



Private Sector Housing Grants / Loans Assistance Scheme Privacy Notice

Document control		
Document title	Private Sector Housing Grants / Loans Assistance Scheme Privacy Notice	
Purpose		
Author	Allan Waterworth	
Date of publication	18/05/18	
Valid until	18/05/19	
Owner/responsibility	Allan Waterworth	
Distribution	LanConsent/Other	
Version	Date	Comments
Version 1.0		



Private Sector Housing Grants / Loans Assistance Scheme Privacy Notice

Wigan Council (“a data controller”) is committed to protecting the privacy and security of your personal information.

This notice relates to owner occupiers / private landlords / tenants of private sector properties in the Borough who have received a grant or loan from the Council to improve the physical condition or energy efficiency of the property.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the [Council's primary privacy notice](#).

This notice provides additional privacy information for:

- Owners / private landlords / tenants of private sector properties who have benefited from a grant or loan from the Council
- Owners / private landlords / tenants of private sector properties who applied for a grant or loan and then did not proceed either because they did not qualify or decided not to proceed

It describes how we collect, use and share personal information about you:

- Before, during and after your relationship with us ends and
- The types of personal information we need to process, including information the law describes as ‘special because of its sensitivity

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

We collect Special Information:

The law treats some types of personal information as ‘special’ because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

Purpose(s):

The main purposes for processing your personal information are:

- To enable the Council to assess whether you qualify for assistance through the Private Sector Housing Grant / Loan Assistance scheme.

- To notify you of the grant / loan entitlement and conditions and your responsibility for repayment (if any).
- To process the grant / loan payment
- To register the grant / loan on the Local Land Register and Land Registry

Categories of personal data:

In order to carry out activities and obligations as a local housing authority delivering the Private Sector Housing Grant / Loan Assistance Scheme, we process personal information in relation to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Personal demographics for applicants and occupants (including date of birth, gender, marital status, civil partnerships)
- Income and savings details
- Benefit entitlement
- Property ownership details, proof of title and any charges on property

Special Categories:

We may also collect store and use the following “special categories” of more sensitive personal information.

- Information about your race or ethnicity, religious beliefs, sexual orientation opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Information about your health and or disability
- Financial information

The legal bases we rely on for processing your personal information are:

- Necessary for compliance with as legal or statutory obligation
- Necessary for the private sector property to benefit from a grant or loan to improve the condition or energy efficiency
- To provide financial assistance to the owner occupier / private landlord / tenant to appoint a contractor to carry out the necessary work to improve the condition or energy efficiency of the private sector property.
- Necessary to enter into a grant / loan agreement in relation to the Private Sector Housing Grant / Loan Assistance Scheme.
- Necessary to administer / process the loan repayments (where applicable).
- Necessary to enforce compliance of a legal charge and to provide advice to solicitors and other legal representatives on whether there are any local land charges and the amount of grant / loan to be repaid on sale of the private sector property.
- To administer the operational delivery of the Private Sector Homes Grant / Loan Assistance Scheme.

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

AUTOMATED DECISION-MAKING

All the decisions we make about you involve human intervention.

COOKIES

To find out how we use cookies please [see our cookie notice](#).

DATA SHARING

In addition to the general reasons for information sharing described in the Council's primary privacy notice we share information with:

- Solicitors, legal representatives and the Land Registry of the type and amount of grant / loan awarded

We also collect or receive information from external parties such as:

- Solicitors, legal representatives and the Land Registry

DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

- You have the right to ask for your information and there will not be a charge for you to do so. This is known as a [subject access request](#) and we act in accordance with this policy
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it. (right to be forgotten)
- To ask us to restrict the use of your information
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way without impacting the quality of the information
- To object to how your information is used
- To challenge any decisions made without human intervention (automated decision making)

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

RIGHT TO WITHDRAW CONSENT AT ANYTIME

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

If you do not provide consent, we may not be able to perform the contract we have entered into with you where you have been awarded a private Sector Housing Grant or Loan or we may be prevented from complying with our legal obligations such as

notifying you or your legal representative of any payments due or the ongoing operational delivery of the Private Sector Housing Grant / Loan Assistance Scheme.

If you wish to withdraw consent, you can e-mail homesGDPR@wigan.gov.uk and your request will be processed within 14 days.

YOUR RIGHTS

In addition to the above you have legal rights in relation to your personal information.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the [Council's Primary Privacy Notice](#) and should be read before consenting to this document.

To ask for access to your information, you should e-mail homesGDPR@wigan.gov.uk

DATA PROTECTION OFFICER

If you wish to raise a concern or discuss any aspect of this notice please contact our [Data Protection Officer](#).

If you are unhappy with the way that we handle your concern you may complain to the [Information Commissioners Office \(ICO\)](#) at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

The Information Commissioners Office deals with concerns and complaints relating to data protection (GDPR) and freedom of information legislation.

CHANGES TO THIS PRIVACY NOTICE

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary.