Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

Service Name: Housing Strategy and Enabling (Creating a new Pendleton team)

On behalf of Salford City Council, Pendleton Together (Together Housing Association) is responsible for collecting, processing, storing and safe keeping of personal information in connection with their business activities in undertaking housing management and repairs services for properties within the Private Finance Initiative (PFI) Contract in Pendleton. Together Housing Association has a published a Privacy Notice on the Pendleton Together web page https://www.pendletontogether.co.uk/privacy

On occasions the Council may carry out their own consultation with tenants (or jointly with partners) to discuss services and works provided through the PFI Contract. The purpose of such consultation events could be to give residents information and seek their views of changing the way services are delivered, changes to performance standards, new works etc. Recent examples in 2018 have been consultation in relation to security services and additional fire safety works. We may gather statistical information to help aid any future consultation events.

Categories of Personal Data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name
- Address
- Phone number (if needed to respond to specific query)
- Email address

Legal basis for processing

We will process and share your personal information in accordance with the principles of the General Data Protection Regulation and law in force in England. In particular we will process information where:

- You, or your legal representative, have given consent; • it is required by law; • it is necessary to perform statutory functions under Housing Act 1996 (amended) Part 6 and 7, Homelessness Act 2002, Homelessness Reduction Act 2017, Care Act 2014 and Equality Act 2010; • you have made your information publicly available; • it is necessary for research, or statistical purposes; and
- it is in our legitimate interests provided your interests and fundamental rights do not override this
**Information sharing/recipients**

We rarely hold personal information and only share with Pendleton Together (Together Housing Association) where it is necessary to assist you or them, with building and/or council related issues.

Personal information other than for this purpose will not be shared without your consent to do so.

Identifiable Personal Information could be shared under the following circumstances:

- Safeguarding, if something you tell us raises a safeguarding concern;
- You raise a specific personal issue or concern that requires addressing; and
- You ask us to share your personal details

**Categorise sources if not obtained from data subject**

We may exchange information with Pendleton Together (Together Housing Association). The main use of the data is to provide quantitative, and qualitative information, to demonstrate the outcome of a consultation event or questionnaire. Information is anonymised and used to inform any possible changes to future service delivery.

**Data Transfers beyond European Economic Area (EEA)**

We do not transfer any of your personal information outside the European Economic Area (EEA).

**Automated Decisions**

Some of the decision that we make require human intervention for example if we have been in a consultation with you and specific queries have been raised that require us to respond directly to you as a private citizen.

**Data retention/criteria**

We will retain your information for 2 years in accordance with Section 14.10 of the ‘Retention schedule for information created or received by local authorities’ (version 2), to keep a record of attendees at consultation events. The data collected is saved securely, both electronically and using paper copies. Names and addresses are collected to ensure that the results being collected are the views of the intended tenants. Personal details are only used to provide further information to tenants where they have requested it. This may be due to a query that was unable to be answered on the day etc.

**Your rights**


This guide provides information about:

- exercising your rights
- contacting the council’s Data Protection Officer
- raising a concern with us, or
- making a complaint to the Information Commissioner
Updates

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.