Privacy Notice

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: Salford Home Search Choice Based Lettings Service (CBL)

This notice provides additional privacy information for:

- People accessing and using the CBL service
- Partners working with Salford City Council
- It describes how we collect, use and share personal information about you in relation to choice based lettings; the types of personal information we need to process, including information the law describes as ‘special’ because of its sensitivity

Purpose(s)

We collect your personal information for the following purpose(s):

- To process your application in order to deliver the service to you
- To share with registered providers who may allocate you a property
- To comply with the Housing Act 1996 for the allocation of social housing

Categories of personal data

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

- basic details about you and other household members such as name, address (including where you have lived for the previous five years), date of birth, telephone number, email address
- Ethnicity and nationality
- Any disabilities as defined in the Equality Act 2010
- Contact we have had with you, such as any correspondence and complaints

Legal basis for processing

The legal basis for processing your personal information is:

- You, or your legal representative, have given consent
- Performing or exercising obligations under law, eg Housing Act 1996
- In the public interest or in the exercise of official authority
- Processing is necessary for reasons of substantial public interest

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.
Information sharing/recipients

We may share personal information about you with the following types of organisations:

- National Fraud Initiative – this authority is under a duty to protect the public funds it administers
- Greater Manchester Police – or any police force as required. Police officers may be provided with information for the detection and/or prevention of crime, and to undertake appropriate checks
- Registered Providers (Adactus, Anchor, Arcon Housing Association, City West Housing Trust, Contour Homes, Great Places Housing Group, The Guinness Partnership, Irwell Valley, Pendleton Together, Places for People, Salix Homes, Riverside ECHG, Mosscare St Vincent’s, Windsor Albion Co-operative, Your Housing Group)
- teams within the council in order to provide our services, for example, the Housing Options Service
- Any agencies you may have consented to completing the application on your behalf

We will not normally share your information with organisations other than our partner organisations. However there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

- As well as information collected directly from you, we also obtain or receive information from:
  - Greater Manchester Police – in relation to any criminal offences we need to be aware of
  - Occupational therapists, GP’s or other health professionals – in relation to your particular housing needs
  - Previous landlords in the private rented sector and/or social housing sector that you have held a tenancy with – in relation to your conduct of that tenancy

Data Transfers beyond European Economic Area (EEA)

We will only send your data outside the EEA:

- with your consent, or
- to comply with a lawful and legitimate request, or
- if we use service providers or contractors in non EEA countries.

If we do transfer your information beyond the EEA, we will make sure that it is protected in the same way as if it was being used in the EEA.

Automated Decisions

Any decisions made by using a computerised system or program that does not involve a human being, and that legally affects you, is described here:

- We may make automated decisions about you in respect of banding for your application in regards to housing allocation

Data retention/criteria

We will retain your information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.
Your rights

Information about exercising your rights; contacting our DPO raising a concern with us, or making a complaint to the Information Commissioner can be found on the council’s website Exercising Your Rights

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 Data Protection Legislation