

Last Updated: 30<sup>th</sup> May 2018

## ADMISSION TO TEMPORARY ACCOMMODATION PROCESS

**The purpose RBH is processing your information is:** to accommodate new resident(s) into temporary accommodation, once referred by the Homelessness Central Assessment Team.

**Our legal basis for doing this is:** that it is necessary for the performance of a contract.

**The additional legal basis for processing protected categories of personal information is:** to comply with Social Protection Law.

**As part of this process the following information may be shared with us:** your Criminal Record, Immigration Status Eligibility, Contact details, National insurance Number, Next of Kin emergency Contact Details, Employer details/employment income, Details of any DWP/HMRC benefit Income, Proof of Identification and proof of income, Caring responsibilities, Marital Status, Disabilities or vulnerabilities.

**By:** Rochdale Borough Council (RBC) Homelessness Emergency Duty Team, Greater Manchester Police and/or other Government bodies.

**You are required to provide us with this information by:** non-secure licence agreement.

**As part of this processing, your personal data may be shared with:** Housing Benefits, Benefits Agencies NHS medical professionals.

**All processing of your personal information will remain with in the UK.**

**Your personal information will then be kept on our records for:** a period of 6 years from the end of your tenancy. Information from any other agencies will be deleted at the end of your stay.

You have a number of rights which we have to respect. One of these is a right to see all your personal information that RBH processes. For more information on your rights and for further information on how RBH protects your personal information, please see the [RBH Privacy Statement](#).

If you are unhappy with how RBH processes personal information you may complain to the UK's regulator, the [Information Commissioner's Office \(ICO\)](#).

RBH employs a Data Protection Officer (DPO) to ensure RBH protects your rights when processing your personal information. The DPO can be contacted in the following ways:

**Email:** [DPO@rbh.org.uk](mailto:DPO@rbh.org.uk)

**Telephone:** 0800 027 7769 (and ask to speak with the DPO)

**By letter:** DPO, RBH, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY.