

Last Updated: 3<sup>rd</sup> August 2018

# HOMELESSNESS HOUSING APPLICATIONS PRIVACY NOTICE

**The purpose RBH is processing your information is:** Processing your homelessness application.

**Our legal basis for doing this is that:** it is necessary for compliance with legal obligation.

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

**As part of this process the following information may be shared with us:** Benefits information, accommodation history, criminal convictions, health information.

**By:** Rochdale Council and their partner agencies, other housing providers, statutory agencies, supported accommodation providers and charitable organisations, Ministry of Housing Communities and Local Government.

**You are required to provide us with this information by:** the Homelessness Reduction Act 2017

**As part of this processing your personal data will be shared with:** Rochdale Council and their partner agencies, other housing providers, statutory agencies, supported accommodation providers and charitable organisations, Ministry of Housing Communities and Local Government

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

**Your personal information will then be kept on our records for:** 6 years following RBH closing your case.

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). <https://ico.org.uk/concerns/>

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.