

Data Protection Privacy Notice

Service: Environmental Health

Team: Private Sector Housing

Processing activity: Processing Better Care Grant Funding applications

The Data Controller

East Devon District Council's Environmental Health and Car Parking Service

Address: Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

Contactable by emailing environmentalhealth@eastdevon.gov.uk or by calling 01395 571780.

The Data Protection Officer

Contactable by emailing dataprotection@eastdevon.gov.uk

Obtaining your personal information

Information will be provided to us by your Occupational Therapist as part of a Statement of Needs provided in connection with your Better Care Fund Grant application. The information we collect could include, your name, address and contact details, date of birth, household details and proof of occupancy/ownership.

We may also collect additional information which is relevant to your application including your immigration and employment status; details about other people in your household; financial information; proof of income and entitlement to certain benefits.

Where we process special category (health) data, this will have been provided to us as part of your application to Occupational Therapy and on the basis of your consent to process.

Use of your personal information

We will collect the personal data needed to assess your application and provide this service to you as part of our regulatory duties under Part I of the Housing Grants, Construction and Regeneration Act 1996 and the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002. Your personal data is used by officers to determine whether the application is reasonable and practicable and to design and create a schedule of works for the tender process and to ensure that the adaptation has been completed to the requirements of the 'Statement of needs'.

Who will receive or see my personal information?

Your personal information will be available to be seen by those within the Environmental Health Team for the purpose of processing your application and within support services such as the Legal and Finance Teams.

We may share data with other council services such as Planning and Conservation, Building Control, Local Land Charges, Financial resilience and benefits and council tax as necessary in order to process and validate your application and to protect public funds.

We may also share information with our corporate safety officer when our staff safety is viewed as being at risk. Information may also be shared with partner agencies during safeguarding investigations and for fraud identification and prevention.

Your name, address and contact details will be shared with Independence CIC (ICIC) for the purpose of procuring contractor services through a dynamic purchasing system for home improvements and adaptations.

We may share data with external contractors, DWP, Agents, surveyors, sub-contractors, Social Services, Occupational Therapy or other healthcare professional and your landlord.

Information may also be shared with the Cabinet Office for the purpose of data matching in connection with the National Fraud Initiative and also with the Police, DWO, HM Revenues and Customs, Registered Social Landlords and other local authorities in order to prevent fraud and protect public funds.

Your personal information will be stored securely and will not be accessible to anyone else, including other services within the Council, unless detailed above.

Retention

Successful applications information is held for six years after the final payment has been made. Where a local land charge has been placed on a property we will hold this information until the charge has been paid up to a maximum of ten years.

Unsuccessful applications information is retained for the remainder of the year in which it was made, plus one year (two years maximum).

All your personal information will be held by us only for as long as is necessary and then in accordance with any legal requirements imposed upon us and the Council's retention schedule. For more information please go to our website to view our [Retention schedule](#)

Transferring personal information outside of the EU

Your personal information will not be transferred outside the EU or to any international organisations by the Council. It should be noted that the Council has no control over those accessing its online public registers nor what someone does with any information they obtain from them.

Your rights

Whatever our use of your personal information you have the right of access to that personal information (this means confirmation that we are using your personal information, access to it as well as other detail) and the right to seek rectification if the information is inaccurate.

As we are processing your personal data on the basis of public task and legal obligation you have the right to object to and / or restrict processing.

Where we process on the basis of your consent you can withdraw your consent at any time and you will be provided with detail about how to do this when you make your application.

Also, if you object to our use of your personal information and there is no overriding legitimate interest for us to continue using it or we have used your personal information unlawfully or it is no longer necessary for us to have the personal information, the right to erasure is also available to you.

Details on each of these rights and to how you exercise can be found on our website in the [Your Rights](#) pages.

Complaints

If you are dissatisfied with the way the Council has used your personal information then you may wish in the first instance to make a complaint to the Data Protection Officer. This can be done by;

Writing to: Data Protection Officer, Information and Complaints, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ.

You can also email: dataprotection@eastdevon.gov.uk or call 01395 517417.

Alternatively, or if you remain dissatisfied following your complaint to the Data Protection Officer, you may lodge a complaint with The Information Commissioner. The Information Commissioner is the UK's independent body set up to uphold information rights. The ICO can help and advise you on all matters relating to data protection.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk