

# Privacy Notice



## *Benefit Entitlements*

**This Privacy Notice is designed to help you understand how and why Ryedale District Council's processes your personal data in relation to Benefit Entitlements. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).**

### Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Customer Service People team, within the Council, are responsible for processing claims for Housing Benefit and/or Council Tax Support and Housing Options enquiries.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[DPA@ryedale.gov.uk](mailto:DPA@ryedale.gov.uk) // 01609 53 2526

### What Personal Data of mine do you collect?

In order to provide this service the Council will need to use and collect your personal data, this will include names, addresses, date of birth, details about your family members or other household occupants, and contact details.

The Council will also need to collect details about your finances such as salary, income, savings and any existing benefits you may receive.

The Council may also need to collect certain special categories of Personal Data, such as details about your mental or physical health, if this will have an affect on your benefit entitlements.

### What is the purpose of collecting my Personal Data?

The data being collected is used to assess your claim for Housing Benefit and/or Council Tax Support.

### Who do you share this data with?

In order to provide the best possible service the department needs to work jointly with third party organisations. These organisations may have access to your personal data in order to complete their work and assist the Council in its duties. If the department uses a third party organisation it will always ensure it has an agreement that the third party keeps your data secure.

The Council does however have some legal duties to share information with certain organisations. For example, but not limited to:

- HMRC
- Department for Work and Pensions
- Other Local Authorities

#### How long do you keep this data for?

Data held	Retention period
Housing Benefit Data	6 years
Council Tax Support Data	6 years
Scanned ID documents	6 years

#### What is your lawful basis for processing this data?

The Council processes personal data in relation to taxation, in accordance with legal obligations to which the Council is subject or because processing is necessary for performance of a task carried out in the public interest.

The Council processes certain special categories of personal data, such as medical data, because processing is necessary for the performance of a task of substantial public interest.

**For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**