

This Privacy Notice is designed to help you understand how and why Specialist (People), Private Sector Housing processes your personal data. This notice should be read in conjunction with the Council's Corporate Privacy Notice.

<https://www.ryedale.gov.uk/privacy-information.html>

Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

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

Information Governance Office
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
DPA@ryedale.gov.uk
01609 532526

What Personal Data of mine do you collect?

We will need to use and collect your personal data, this will include, names, addresses, date of birth, medical information, financial information, personal data, contact details, Family details and equality data.

What is the purpose of collecting my Personal Data?

The data is used to assess the

- Council's duties towards you under the Housing, Health and Safety Rating System Services provided under The Housing Act 2004.
- Services provided under Deregulation Act 2015
- Services provided under Housing and Planning Act 2016
- Services provided under the Local Government (Miscellaneous Provisions) Act 1976 and 1982
- Services provided under Public Health Acts 1936 and 1961
- Services provided under Homeless Reduction Act 2018
- Services provided under The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.
- Services provided under the Housing Grants, Construction and Regeneration Act 1996.
- Caravan Sites and Control of Development Act 1960

- Mobile Homes Act 2013
- Energy Efficiency data under the Home Energy Conversation Act 1995 and the Energy Act 2011
- Including Regulations and Orders made under the Acts.
- Managing Gypsy and Traveller site, Tara Park
- To assist with the planning of new services and reviewing current ones

Who do you share this data with?

In order to provide the best possible service the development may need 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.

In order to provide the service the Council may be required to pass your data to other organisations. This would be to assist in providing grants and Loans, Disabled facilities Grants, Well Being and Handyperson Service and Choices4Energy through the White Rose Home Improvement Agency, dealing with complaints regarding disrepair and enforcement. Compiling public registers and the issuing of Caravan Site and Houses in Multiple Occupation licences. The provision of Energy Efficiency services and the reduction of Fuel Poverty.

The department will only share your personal data where this is a requirement to ensure a bespoke service is offered to you. Data will also be shared with third party organisations for the prevention of crime and to safeguard children and adults at risk.

The following organisations may be used to share data to provide a service from the department.

Revenues and benefits, Community safety for the prevention of crime, Council tax, legal services, Community Team, Ryecare, Other LAs, Housing Providers and Landlords, White Rose Home Improvement Agency, Yorkshire Energy Solutions, Homes and Loans (Sheffield City Council), Immigration Service, Health & Adult Services, Fire service, Warm & Well in North Yorkshire, North Yorkshire Police, Adult Social care, Children's Social care, hospitals and GP services

How long do you keep this data for?

Data held	Retention period
Landlord Improvement Loans/ Grants	6 years
Property Improvement Loans	6 years
Housing Standard Complaints and	6 years

Disrepair notices	
HMO Licensing files and Public register	6 Years
Tara Park, tenancy files	6 years
Scanned ID documents	6 Years
Data reports	6 Years

What is your legal basis for processing this data?

Lawful basis for processing personal data under Article 6 GDPR

The processing is necessary for this reason:

Processing is necessary for compliance with a legal obligation to which the controller is subject;

Processing is necessary in order to protect the vital interests of the data subject or of another natural person;

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Additional condition for processing special category data under Article 9(2) GDPR

Special category personal data may be processed if:

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

The DPA 2017 will provide a lawful basis to process criminal offence data (as required by Article 10 GDPR).

For more information about how the District Council uses your data, including your privacy rights and the complaints process, please see our corporate Privacy Notice.

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