

Privacy Statement for Disabled Facilities Grant

Privacy Statement

The Council's Privacy Notice 2018 applies to all the council's activities. It can be viewed on the Council's website and explains how we will process your personal data. It also includes other information such as your data processing rights, our contact details and the process for making a complaint.

Privacy Notice

This Privacy Notice applies to grants and other financial assistance that we offer towards repairs, improvements and adaptations in people's homes. It explains why we collect personal information and how we will use it if you apply for a Disabled Facilities Grant or other financial help under our Housing Assistance Policy.

Using your personal information

The lawful basis for processing your personal information for our services is to comply with a legal obligation required under the Housing Grants, Construction and Regeneration Act 1996. If you do not provide this information, we cannot provide you with a grant.

The information we ask you to provide when you apply for other types of financial assistance is required by article 6 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. If you do not provide this information, we cannot give you financial assistance.

It is possible that your personal information will be used in a number of ways, for example:

- To make decisions about eligibility
- To prevent fraud
- For audit purposes and debt collection
- For anonymous statistical analysis

Who we will share your information with

Depending on the circumstances we may share your information with, and obtain information about you from, Kent County Council Social Services (usually your Occupational Therapist) and any person/s you appoint to act on your behalf in making an application for a grant or other assistance.

We will not use or share your personal information for marketing purposes.

How long we keep your personal information

If you enquire about a grant or other financial assistance but do not make a formal application, the details you give will remain on file until it is clear to us that you did not mean to make an application, at which point your personal information will be securely destroyed.

If you receive a grant or other financial assistance your personal details will be held in an electronic filing system. This will continue until the grant or assistance is fully repaid, or the period for repaying it expires. In the case of Disabled Facilities Grants this is 10 years from the date the grant

was paid. In the case of other financial assistance it is usually 12 years although these periods may be altered by a change in the council's Housing Assistance Policy.

This form is not part of the formal application process and you do not have to fill it in. It is provided to give you a preliminary indication of whether you might qualify for a grant and how much, if anything, you might have to contribute towards the cost of works from your own resources. If you wish to find out, please fill it in.

Your rights

Requesting access to your personal data and your other rights Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for some of all of your personal information, please contact the Council's Data Protection Officer at dataprotection@thanet.gov.uk or you can write to him at Thanet District Council Cecil Street, Margate CT9 1XZ

You also have the right to:

- in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- data portability

Your rights The Data Protection Act 2018 in conjunction with the General Data Protection Regulation (GDPR) grants you a number of other rights. These include the right to rectify errors in your records, the right to withdraw consent given to process your data, and the right to object to the use of your data. You have the right to be told if we have made a mistake whilst processing your data and we will self-report breaches to the Information Commissioner.

For more information on your rights, how we process your personal information and how to make a subject access request, please visit <https://www.thanet.gov.uk/privacy-statement/>

This is also available in other formats (e.g. print)

Complaints

If you wish to complain about how we are processing your personal information please contact:

The Data Protection Officer Thanet District Council Cecil Street, Margate CT9 1XZ Email: dataprotection@thanet.gov.uk Tel: 01843 577000

You also have the right to complain to the Information Commissioner's Office, at: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Phone: 0303 123 1113 or 01625 545745 Website: www.ico.org.uk