

Privacy Notice

Here at St Peters (Saltley) Housing Association Ltd, we take your privacy seriously. Below, we detail what information we collect, why we collect it, who we share it with and how we safeguard it. We will only use your personal information to administer your tenancy; however, we will share it with appropriate third parties.

For some information, we do not need to seek your consent to hold or process it as it is part of our performance of a contract. However, we provide more than just a home and therefore we will also ask you to give us other information. This is explained in more detail below.

St Peters (Saltley) HA we will never sell your information to third parties.

What information we collect, why we collect it, the legal basis for doing so, and how long for:

What	Why	Basis	Retention
Contact information <ul style="list-style-type: none"> • Name • Date of birth • Previous address • IP (Internal Protocol) address • Telephone numbers • Email address 	Your tenancy agreement is a contract between you, any other person in your household (should you hold a joint tenancy) and St Peters (Saltley) HA. This data is used to set up and maintain your tenancy account with us.	B	Life of tenancy + 6 years after tenancy ends
<ul style="list-style-type: none"> • National insurance number • Financial information 	To assess your benefit entitlement and council tax.	F	NI number – life of tenancy Financial information 6 months

Details of unspent convictions/ criminal offences attracting a custodial sentence/on a register/person of interest	We use unspent conviction information to house you appropriately.	F	Life of tenancy but regularly reviewed. If no issues when conviction spent data will be deleted after 1 year following suspension
<ul style="list-style-type: none"> • Details of any support needs you have • Details of those people providing additional support • Next of kin details/emergency contacts • Disability information 	As required by our regulator and to provide information on extra services we provide – such as tenancy support.	F	Life of tenancy but regularly reviewed
<ul style="list-style-type: none"> • Authority to Act or Power of attorney 	We use this information to ensure we deal with the most appropriate person dealing with your affairs	F	Life of tenancy but regularly reviewed
References from previous landlords	We use this information to provide you with support	F	Deleted after 1 year of tenancy being granted
Proof of right to rent		C	Life of tenancy
<ul style="list-style-type: none"> • Ethnicity • Religion • Sexuality 	For analysis purposes, as required by our regulator and to provide information on extra services we provide.	C C	Destroyed after data is recorded

Details of who is living with you	Used to ensure you are not overcrowded or under-occupying a property.	B	Life of tenancy but regularly reviewed
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Types of Legal Basis

A – Consent	B – Contract	C – Legal obligation	D – Vital interests	E – Public task F – Legitimate Interest
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Where someone sharing a home with you is over 14 years of age, and where you provide next of kin information we require you to inform them that we hold their information. We have a contractual requirement to collect and process this information, as part of the provision of service to you.

Who do we share your data with?

It depends. Some data, such as your name, address, move-in date and national insurance number will be shared with local authorities to assess your benefit entitlement and council tax. Other information is shared with third parties such as sub-contractors, social services, police, fire service and other service providers.

How we keep your data safe?

All information you provide to us is kept within our secure housing management system. Any documentary evidence is scanned and kept within our secure document management system. Only St Peters (Saltley) Housing employees can access these systems, after undertaking training in data protection and information security.

Where we share information with third parties, we do so safely and via secure networks. This may be encrypted emails, or via secure portals into our network.

Your rights

Under the General Data Protection Regulations (GDPR), you have the right to be informed about how we use any data you provide: what data we collect, why, who has access to it, how long it's kept, and the legal basis we have for doing so. In certain circumstances we may need to request your consent to collect and use your data, but in those cases, you have the right to object and withdraw that consent just as easily as it is given. Should you not wish to provide your consent, any services directly related to this data cannot be provided.

You have the right to have your personal data removed where there is no legal basis for us to hold it, as well as the right to request your data is transferred to a third-party (data portability). Any automated decision making, based on your data, can be challenged and a human decision made. Additionally, you have a right of access and can request a copy of any personal data provided, and subsequently the right of rectification of any incorrect data identified. To exercise these rights and submit a Data Subject Access Request (DSAR), please contact St Peters (Saltley) Housing Association, Bridge Road, Saltley, Birmingham B8 3TE. Overall responsibility for management of your data resides with the Chief Executive, Mr Kevin Lowry at the above address.

Complaints can be lodged with the supervising authority at The Information Commissioner's Office: <https://ico.org.uk/concerns> or 0303 123 1113.