



## **Your Data Matters**

Ipswich Borough Council holds personal information about you in connection with your tenancy. It is necessary for us to hold personal information about you, such as your contact details, to administer our responsibilities as your landlord.

These details are kept securely and may be shared with other teams in the Council in relation to your tenancy, for example so we can carry out maintenance work required by law.

Ipswich Borough Council is responsible for keeping any personal data we hold about you secure and ensuring that we comply with the Data Protection Act 2018.

## **Sharing your information with others**

There are times where we need to share your information with third parties, such as contractors, to ensure that works we have a legal responsibility to carry out on your home, are completed. Where this is necessary, we will:

- Only share the minimum personal data required for the purpose
- Only share personal information if the law allows us to do so and it is **necessary**
- Ensure that anyone we share your information with agrees that they will keep the personal data safe and not use it for any other reason, and that when they have completed the task they will securely destroy any copies they have of personal information shared with them by the Council.

Under the Data Protection Act 2018 you have the right to request copies of information held about you. You also have other rights under this Act relating to how we process your information. Please see the Privacy Notice on our website at [www.ipswich.gov.uk/privacy](http://www.ipswich.gov.uk/privacy) for the most up-to-date information about how the Council processes your personal data and for information about how you can exercise your rights.

For further information please speak to your Housing Officer or contact Information Governance at [dataprotection@ipswich.gov.uk](mailto:dataprotection@ipswich.gov.uk).



<b>Council Service:</b>	<b>Tenancy Services and Maintenance &amp; Contracts</b>
The reasons we use your data	<ul style="list-style-type: none"> <li>• Processing your tenancy application</li> <li>• Assisting with benefit and social security claims</li> <li>• Report safeguarding issues</li> <li>• Service delivery, improvement and planning</li> <li>• Statutory requirements e.g. reporting to Government, public registers</li> <li>• To deliver the Ipswich Standard and Asset Management Strategy</li> <li>• Prevention and detection of crime</li> </ul>
Why we are allowed to use your data	<p>Legal obligation and or performance of a public task under various UK laws including but not limited to:</p> <ul style="list-style-type: none"> <li>• The Local Government Act 1972</li> <li>• Health &amp; Safety Act 1974</li> <li>• The Protection from Eviction Act 1977</li> <li>• The Landlord and Tenant Act 1987</li> <li>• The Housing Acts 1988, 1996, 2002, 2004</li> <li>• The Equality Act 2010</li> <li>• The Localism Act 2011</li> <li>• The Homelessness Reduction Act 2017</li> </ul> <p>Consent – consultations</p>
Who we can share your data with	<ul style="list-style-type: none"> <li>• Advisory &amp; Support Services</li> <li>• Education Providers</li> <li>• Elected Councillors and MPs (as your representative)</li> <li>• Emergency Services</li> <li>• Experian – Rental Exchange Scheme</li> <li>• Funding Bodies</li> <li>• Government Departments e.g. HMRC, DWP, DCLG</li> <li>• Health Agencies</li> <li>• Immigration Services</li> <li>• Judicial Agencies e.g. Courts</li> <li>• Other Council departments</li> <li>• Other Local Authorities</li> <li>• Police &amp; Fire Services</li> <li>• Safeguarding Boards</li> <li>• Solicitors and other legal entities</li> <li>• Third party contractors/consultants providing Housing, maintenance &amp; improvement services (e.g. plumbing, electrical, gas) and IT services</li> <li>• Valuers</li> </ul>
How long we keep your information for	In accordance with the Council's data retention policy
When computers make any decisions about you	Not Applicable
When your data gets sent to other countries	Not Applicable
How to exercise your rights	Please see <a href="http://www.ipswich.gov.uk/privacy">www.ipswich.gov.uk/privacy</a>