



Money Smart Project

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Telephone: 01924 305887

Email: moneysmart@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

Strategic Housing needs to collect the following information about you.

1. Your name, address and contact information, including your telephone numbers and email address.
2. Your age
3. If you are a tenant or a home owner
4. How much you pay for your fuel
5. How much household income you have and how this is made up (e.g. pensions, wages, benefits etc).

We use this information to:

1. Set up your individual client file.
2. Link you with specific help (some projects are targeted at people over a certain age or below a set level of income).
3. Check if you could pay less for your fuel or if you are in fuel poverty.
4. Check to see if you could claim for benefits that you are not currently receiving.
5. Link you to education and training courses that might be restricted by age and/income.

6. Link you to wider help to improve your finances or manage your debt better.

To enable us to provide our service to you we will share your information with:

Who we will share with	Why we will share
Council Officers in: <ul style="list-style-type: none"> - Financial Welfare Team - Homeowner Support/ Money Advice team - Home Energy Team - Adult Education Team - Economic Growth Apprenticeships team - Housing Needs Service 	To check that you are receiving all appropriate benefits To give you money and debt advice. To link you to interest free loans To find the best energy tariffs To link you to energy related projects To link you to suitable education, skills and training opportunities To link you to suitable apprenticeships To link you to wider housing advice
Better Homes Yorkshire	To link you to suitable energy and repair projects operating in your area.
Domestic Energy Suppliers	To help you access lower cost energy tariffs and reduce your fuel bills
Leeds City Credit Union	To link you to low cost financial services and low cost loans, including interest free loans.
Job Centre Plus	To link you to suitable job and training opportunities
A and M	To link you to suitable energy improvement projects in your local area
Scarbrooks	To link you to suitable energy improvement projects in your local area
WDH	To provide you with WDH specific advice and support
Groundwork	To provide you with energy advice and energy saving measures
Turning Point	To link you to wider support

Should you decide not to provide any of the information we request from you:

1. We won't be able to set up a client file and manage the information coming from the various team who are working on your enquiry.
2. We won't be able to contact you to get more information about your situation and keep you updated.
3. We won't be able to target you to the best possible help that might be available.

3. What authority does the Council have to collect and use this information?

Your information will be processed as part of providing you with a service and to protect your vital interests whilst we match you to available help and information. Processing is also necessary because we might enter into a contract with you (e.g. for an interest free loan, or for a training course).

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 6 years starting after we finish working with you, after which time it will be deleted from our systems. The reason for keeping information for this period of time is in accordance with the 1980 Limitations Act, which relates to unsecured loans we provide.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

We will not transfer any of your data outside the EU.

We will not sell/give your information to any third party for marketing purposes.

7. Automated decision making

Our processes do not contain any automated decision making.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.