

Transparency Notice

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 your information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112
Email: dpo@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:

Housing Needs Service
Telephone: 01924 304359
Email: Pathways@wakefield.gov.uk

c) The Council's Data Protection Officer is the Corporate Information Team Manager: Contact details:

Telephone: 01924 306112
Email: dpo@wakefield.gov.uk

2. How we use your data:

*The Housing Needs Service needs to collect the following information about you:

- Name
- Contact details (telephone number and/or email address and/or postal address).
- This completed referral

We use this information to:

- Set up your individual record
- Assess your housing related support needs based on this referral
- Identify the appropriate support pathway
- Send this completed referral to the appropriate support pathway so that they can contact you

:

The contracted support pathway providers are

Who we will share with	Why we will share
Riverside	So that you can be assessed for the assessment pathway, complex needs service or young families service.
Foundation	So that you can be assessed for the access to housing pathway.
Richmond Fellowship	So that you can be assessed for the supported housing for people with mental health needs service
Turning Lives Around (Sustain, Wakefield)	So that you can be assessed for the housing sustainment pathway

Should you decide not to provide the information we ask from you we will not be able to progress your referral as:

- We won't be able to set up your individual record and assess your housing related support needs to identify an appropriate support pathway
- We won't be able to contact you to get more information about your situation and keep you updated.
- We won't be able to send your personal information to the pathway services

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 information in line with legal obligations whilst we match you to appropriate pathway services.

4. How long will we keep your data?

In accordance with the Limitation Act 1980 we will keep your personal information for the purpose(s) detailed in section 2 for a period of 6 years after our last contact with you, after this time it will be deleted from our systems.

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 Object to Processing

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

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.

Automated decision making

Our processes do not contain any automated decision making.

7. 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.