

# Housing

## **Relating to Housing applications, homelessness, tenancies, repairs, maintenance, adaptations and general safety.**

Council housing is public housing that is rented to households who are unable to afford to rent from the private sector or buy their own home. Oadby and Wigston Borough Council deal with managing housing in the local area. The information that is gathered through housing applications and enquires includes; tenants council properties, housing documents relating to housing applications and allocation systems. The process of a housing application and the information that is required is determined by the Limitations Act 1980 (Section 2 and 5).

With these properties, on occasion we may also need to carry out repair work (when reported by a resident/housing officer/support worker) and general maintenance works are carried out on schedules that are determined by inspections, reviews, and with health and safety in mind. We also process information relating to adaptation works at properties. This can be works to aid a person's standard of living due to their mental or physical health. We have a duty to ensure the properties are safe in terms of things like gas safety and boiler usage/output.

A resident also has the opportunity to purchase our properties through the 'Right to Buy' scheme. Throughout this process we have a criteria that needs to be met and following approval, details will be provided to our legal section to carry out the selling/purchasing of the property.

You need to be aware that when you submit a housing application to us, the application and any related documents or comments that you send to us are retained for a 6 year period from the date of application or after the tenancy has expired.

The retention of all data that is provided to the 'Housing' section will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website.

The information and personal data that you provide for housing will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act and will be used in relation to your housing enquiry.

### **Information collected:**

- Name
- Address
- Telephone number(s)
- Email address
- Date of Birth
- National Insurance number
- Financial details

- Medical details
- ID proof
- Family details
- Housing history

### **Agencies we might share the information with:**

- Judicial Agencies e.g. courts
- Police
- Health Agencies
- Educational Providers
- Other local authorities
- Immigration Service
- Government department
- Safeguarding boards
- Contractors providing housing services and IT services
- Elected members and MPs (as your representatives)
- Funding bodies

### **Purpose for processing:**

- Financial transactions
- Prevention and detection of crime
- Regulatory, licensing and enforcement functions
- Research Inc. consultations
- Service delivery
- Service improvement and planning
- Statutory requirements e.g. reporting to Government
- Provision of safe accommodation

### **Lawful basis for processing:**

- Legal obligation
- Vital Interests
- Contract