**Select Move Privacy Policy**

**Who we are**

The Select Move website is operated as a partnership between

Preston City Council
South Ribble Borough Council
Chorley Borough Council
Community Gateway Association
Great Places
Progress Housing Group
Your Housing Group
Places For People – Homes
Chorley Community Housing
Accent Foundation
Onward Homes
Sage

The local authorities and housing associations are partner organisations to the Select Move housing allocation and housing register scheme

Your privacy is important to us. We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

If you have any concerns about how the Select Move partners are handling your personal data, these can be raised with the relevant partners Data Protection Officer.

**What information do we collect about you?**

1 Personal information about yourself and household members;

* name
* date of birth
* national insurance number
* residential status and housing situation
* housing preferences
* address history
* income and savings

2 Sensitive personal information/special category information;

* gender
* nationality
* ethnicity
* religious beliefs
* sexual orientation
* medical history if required

3 Contact details

* postal address
* telephone numbers
* email address
* third party authorisation

4 Criminal convictions and offences

* unspent convictions

**Where do we collect this information from?**

We collect this data directly from yourself if you;

* Complete the Select Move housing application form
* Bid for property online
* Complete a mutual exchange application
* Complete the enhanced housing options wizard
* Send an online message to Select Move
* or contact us in any other way

We will also process data received by us on your behalf in connection with your application e.g. .medical information. We will also request, with your consent information in connection with your application from third parties e.g. a tenancy reference from a landlord.

Where you have provided personal details of persons who are not part of your housing application we will need to inform them that we hold information about them, For example where you give details of a relative to establish a local connection.

The information you provide will be recorded, held, organised and used as part of the rehousing or advice process by the relevant Select Move partner.

**Why do we collect this information?**

We collect this information in order to provide a service .requested by you to;

* start your rehousing registration;
* assess the type of property you would be suitable for;
* help determine your level of rehousing priority.
* maintain your housing application
* ensure that we meet all our legal and statutory duties
* such as those that apply under the Equality Act 2010 and the Homelessness Reduction Act 2017

**Who can we share your information with**

Your information will be held securely and treated confidentially. You have the legal right to see the information we hold about you. Contact the relevant partner for information about how to do this.

Your personal information will be treated as confidential, but the Council partners may share the information with other Council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the General Data Protection Regulation and the current UK Data Protection law.

The Council partners may also use your information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share your information with other bodies responsible for detecting and or preventing crime including fraud and money laundering or in auditing and administering public funds.

The Select Move partners may use data from the website to help build statistical information about rehousing needs and demands - this statistical information will not describe individual cases or list individual applicants.

The Select Move partners will only disclose the information you give to certain relevant people or organisations as part of the rehousing process – such as other Select Move partners; other registered social landlords, health authorities; the probation service and other housing authorities

If we need to talk to other people or organisations about the information you provide , we will get your consent first. You can give or deny this permission in the relevant part of the form. However we may not be able to fully assess your circumstances if we cannot access certain information.

Where third parties such as an agency helping you request information about your application, a consent notice signed by you giving permission for us to disclose certain information will be needed before will can discuss your case.

Where elected members or an MP contacts us on your behalf there is implied consent for us to disclose information relevant to the enquiry.

We keep our privacy notice under regular review and this will help ensure that you are always aware of what information we collect and how we use it.

There is also information about your computer hardware and software that is automatically collected by the Select Move website. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by the Select Move partnership for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Select Move website.

We will not disclose your personal information to third parties for marketing purposes

**What are your rights**

You have the right to:

* Be informed. This privacy notice informs you about how and why we use your information and your right.
* Access. You have the right to request a copy of the information held by us (known as a subject access request)
* Rectification. If the information held by us is incomplete or inaccurate you have the right to have it corrected.
* Erasure of your information. This is the right to request the deletion or removal of your information from our records.
* Request a restriction on the processing of your information. We will hold the information but not process it further
* Object to processing of your information,
* Data portability. You have rights to obtain and use your personal data for different services
* Set our browser to remove or reject cookies before using the Select Move website.
* Withdraw consent. If you have given consent to anything we do with your personal data you can withdraw your consent at any time.
* Complain to the Information Commissioner’s Office (ICO) about the way we handle or process your information. Contact details can be found at Appendix A.

If you require further information about the use of your data or would like to exercise any of the above rights, please contact the relevant Data Protection Officer who are listed at Appendix A.

**Transferring information overseas**

We do not transfer any information outside of the EEA.

**How long do we keep your information?**

We will keep an electronic record of your housing application for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years. You are advised to keep copies of correspondence relating to any dealings between yourself and Select Move and any copies of documentary information provided to Select Move for your own records. Select Move will not retain documentary evidence provide by you longer than is necessary to register and maintain your application.

**Third party website information**

The Select Move partnership encourages you to review the privacy statements of websites you choose to link to from Select Move.co.uk so that you can understand how those websites collect, use and share your information. The Select Move partnership is not responsible for the privacy statements or other content on web sites outside of the Select Move partner websites.

**Use of Cookies**

The Select Move website use "cookies" to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a Website via your web browser.  Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

Appendix A

 Select Move Data Protection Officers- GDPR

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| --- | --- | --- |
| Select Move Partner  | Name and Position | Address |
| Preston City Council | Caron Parmenter Head of legal and Democratic Services | Town Hall, Lancaster Road, Preston PR1 2RL  |
| South Ribble Borough Council | The Data Protection Officer | Civic Centre, West Paddock, Leyland, PR5 1 DH |
| Chorley Borough Council | The Data Protection Officer | Civic Offices, Union Street, Chorley, PR7 1AL |
| Community Gateway | Stephen PickupHead of Business Assurance | Harbour House, Port Way, Preston PR2 2DW |
| Chorley Community Housing | The Data Protection Officer | Turner House, 56 King Street, Leigh, WN7 4LJ |
| Progress Housing Group | Andrew CrameData Protection Officer | Sumner House, 21 King St, Leyland PR25 2LW |
| Your Housing  | Gary Williams | Hyndburn Road, Accrington, BB5 1PYHyndburn Road, Accrington, BB5 1PY Hyndburn Road, Accrington, BB5 1PY |
| Places for People | The Data Protection Officer | South Rings Business Park, 18 Craven Dr, Bamber Bridge, Preston PR5 6BZ |
| Accent | The Data Protection Officer | Lodge House Lodge Square Cow Lane Burnley BB11 1NN |
| Onward Homes | Gary WilliamsData Protection Officer | 12 Hanover Street, Liverpool L14AA |
| Sage | Dominik CibaPerformance and Compliance Manager | 4th Floor Manning House, 22 Carlisle Place, London, SW1P 1JA |
| Great Places | Sharon BrownHead of Business Assurance | 2A Derwent Avenue Manchester M21 7QP |

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

www.ico.org.uk