

Privacy Notice for application for Temporary Accommodation

Who we are

Scottish Borders Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994 and having its Headquarters at Scottish Borders Council, Newtown St Boswells, Melrose, TD6 0SA. You can contact the Customer Advice & Support Service by email at CustomerAdvice@scotborders.gov.uk or by calling 0300 100 1800.

The Council's Data Protection Officer can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your information to determine if you are entitled to temporary homeless accommodation. The Council is entitled to collect and use this information under its statutory duty to provide this service to you under the Housing (Scotland) Act 1987 Part II (as amended by the Housing (Scotland) Act 2001).

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Other than to administer Statutory Homelessness applications, temporary accommodation or homeless prevention support, we may use your information for the following purposes:

- To help support applications to the Scottish Welfare Fund
- To help establish eligibility for benefits including Housing Benefit and Council Tax Reduction
- To access additional support where appropriate (referrals will be discussed with yourself prior to being made)
- To help identify people who may be affected by welfare reform changes (Universal Credit)
- To help establish eligibility to access Food Banks
- To help support with placement into Temporary Accommodation
- To help support applications with Rent Liability (Standing Orders)
- To share and obtain relevant information in relation to your case with partner agencies who are providing your household with support.

Who we may share your information with

Your information will be accessed by Council staff who need to do so in order to provide the service described above. The Council is legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose.

Personal data provided for Applications for services administered and/or provided by Scottish Borders Council may be shared with, or obtained from the following organisations

(In addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency):

- Department for Work and Pensions (DWP)
- NHS

- Scottish Prison Service
- Penumbra Supported Living Service
- Addaction
- Borders Women's Aid
- Fresh Start Borders
- Scottish Government
- Emergency Services
- Employers
- Other Local Authorities
- Registered Social Landlords
- Repairs & Maintenance Contractors
- Gas & Electric Suppliers
- Taxi Services (where we have agreed to provide this service, Name & Address only)
- RSPCA
- Banks (where it has been agreed that you have a rent liability)
- Emergency Contact (In the event of an emergency or concerns for your welfare)
- Our External Printers - CFH Docmail Ltd.
- Where there is a requirement for translation & interpreting services we may share your data with any of the following as appropriate:
 - Language Line
 - Alpha Translating and Interpreting Services LTD
 - Scottish Borders Interpreter Agency
 - Contact Scotland – BSL
 - Royal Blind – Scottish Braille Press

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

Decision Making

The Council do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Scottish Borders Council. We will only use this information to contact those people to assess your own entitlement to this service. If they want any more information on how we will use their data they can visit our website www.scotborders.gov.uk/privacystatement or email us dataprotection@scotborders.gov.uk

How long do we keep your information for?

We only keep your personal information for the minimum period necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need.

The information you have provided will be retained for the current financial year plus five more years.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website www.scotborders.gov.uk/DPYourRights or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office (ICO), who can be contacted by post to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

You can contact the ICO by phone on 0303 123 1113 or you can visit their website for more information at www.ico.org.uk/concerns

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.scotborders.gov.uk/complaints