

Privacy Notice for the Canterbury Carpet Scheme (Household Support Fund)

Service description

Canterbury City Council will receive information from referral partners to help qualifying households access monies from the HouseholdSupport Fund to pay for carpeting.

Processing activity

We will use the information we hold to deal with applications for monies from the Household Support Fund.

Information requirements

We need to the following information:

About the referral partner:

Name, Organisation, Job title, Email address, Phone number

About the applicant and their household:

Name, Date of birth, National Insurance Number, Address, Email address, Phone number, Type of landlord, Income and savings, Household composition, Number of children and their ages, Any disabilities, Health conditions, Victim of domestic abuse, Pets, Number of rooms to carpet, state of carpeting, Any risks involved in visiting

Lawful bases

Our **lawful bases** for processing your personal information are:

Public Task

Our actions are based on the General Power of Competence as provided by the Localism Act 2011, in relation to monies made available by Government to be distributed by Local Authorities which qualifies for this lawful basis through the application of section 8(c) of the Data Protection Act 2018.

Legal Obligation

Our actions are based on our duty of care in relation to our employees and anyone else affected by our functions under sections 2 and 3 of the Health and Safety at Work etc. Act 1974.

In relation to Special Category Data and Criminal Records Data our processing our lawful basis is:

Substantial Public Interest (UK GDPR A9(2)(g) as supplemented by DPA2018 s10(3) and (5), and Sch 1 Part 2 Para 6(2)(a).

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

We use MicroSoft UK Ltd.

Data sharing

We will receive information from a referral partner to support an application, we will share information with NC Range Site Limited who will arrange the fitting of carpets.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/dataprotection for further details of how we process your personal information and your rights.