

Privacy Notice for the Essential Home Furniture Scheme (Household Support Fund)

Service description

Canterbury City Council will receive information from referral partners to help qualifying households access monies from the Household Support Fund to pay for essential home furniture.

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, National Insurance Number, Address, Email address, Phone number, Income details, Household composition, Number of children, Any disabilities, Furniture requested

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 section 1 of 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.

In relation to Special Category 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 Necessary Furniture who will try to fulfil the request for furniture.

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.