



Spelthorne Borough Council Privacy Notice For Emergency Accommodation Framework

This privacy notice provides details on how we, Spelthorne Borough Council, process your personal information for the purposes of procuring nightly-paid accommodation.

In order to comply with the Data Protection Act and UK General Data Protection Regulation, Spelthorne Borough Council must provide you with the following information about the personal data you give to us:

SBC has a legal basis in processing your data for this purpose without your explicit consent because we carry out a 'public task' and for some aspects 'legal obligation'.

The Council will use the information provided to:

- Contact You;
- Assess you and/or your property's suitability;
- Provide additional support, or advice, where applicable.
- We also use this information to assess the quality of our services and evaluate and improve our policies and procedures.
- We may also use information in other ways compatible with the above.
- We are able to do this as it is in the public interest.

Who we share your information with

We may need to share your information with:

- Tenants and prospective tenants;
- The Ministry of Housing, Communities and Local Government;
- Other Spelthorne Borough Council Departments;
- Other local authorities, including District and County Councils;
- Other Central Government agencies;

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How long will we keep your personal information for

Your personal information will be securely deleted and destroyed seven years after last action.

How we keep your information

The information is stored electronically, on Spelthorne Borough Council's network, or our approved suppliers, including records management systems and in paper files.

If you have any direct enquiries, Spelthorne Borough Council's Data Protection Officer can be contacted at data.protection@spelthorne.gov.uk

For further information about how the Council uses your personal data, including your rights as a data subject, please see <https://www.spelthorne.gov.uk/privacy>.

Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB

www.spelthorne.gov.uk

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