



From mountain to sea

# Privacy Notice – Housing Benefit & Council Tax Reduction

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

Aberdeenshire Council collects and maintains information about you in order to administer Housing Benefit and Council Tax reduction within Aberdeenshire. This information can include your name, address, date of birth, National Insurance number, financial information, including bank details for you and your partner (if applicable), contact details for you and others in your household, any forwarding address or details of any other addresses you have lived at within Aberdeenshire Council.

Other than to administer Housing Benefit and Council Tax reduction, we may use your information for the following purposes:

- To help decide if you are entitled to a Discretionary Housing Payment.
- To help identify if you are entitled to Free School Meals / School Clothing Grant(s)
- To help identify if you could be affected by the benefit cap.
- To help identify if you may be eligible for certain benefits (Attendance Allowance, Bereavement Allowance, Bereavement Payment, Carer's Allowance, Disability Living Allowance, Employment and Support Allowance, Incapacity Benefit, Income Support, Jobseeker's Allowance, Retirement Pension, State Pension Credit, Widowed Parents Allowance, Winter Fuel Payment) and to encourage, assist or advise people to make claims
- To help provide money and debt advice where this service is requested.
- To help identify people who may be affected by welfare reform changes (Universal Credit).
- To help identify if you are entitled to housing support services.
- To help prevent and reduce homelessness.
- To make you liable (if appropriate) for Council Tax and apply any associated discounts or exemptions
- To assist in the recovery of Housing Benefit overpayments should they arise

We have a duty to protect public funds we administer and may use information held about you for all lawful purposes, including the prevention and detection of fraud, matching Council Tax data with electoral registration records and protecting public funds in investigating misuse of public money.

This includes information that you have provided to us as part of the claim for Housing Benefit or application for Council Tax reduction process, as well as information from a variety of different sources, including private landlords, housing associations, other local authorities, the Department of Work and Pensions (DWP), HMRC and other Council departments, including Council Tax records for your household.



## From mountain to sea

Your information is:

Being collected by Aberdeenshire Council x

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data
Legal Obligations	X	<u>St</u>

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Please be advised that where consent is withdrawn your application for Housing Benefit and/or Council Tax Reduction will no longer be able to be processed. Consent is unable to be withdrawn in cases for the prevention of crime

Your information will be shared with the following recipients or categories of recipient:

- We share information with the DWP, HMRC and a variety of other organisations all as required or allowed by law to protect the public funds we administer.
- We may also share information provided to us with other bodies responsible for auditing or administering public funds, to prevent and detect fraud.
- Other Council Services in order to help us deliver services for you
- If you have a private landlord or rent your property from a housing association, we will normally only share information about your award of Housing Benefit and Council Tax reduction with them where you have provided us with consent to do so. The exception to this is if you are more than 8 weeks in rent arrears then your Housing Benefit payment will be sent directly to your landlord. If this is the case, your landlord is entitled to be provided with limited information about your Housing Benefit claim, and we will provide this without your consent.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*'Not applicable'*



## From mountain to sea

The retention period for the data is:

Normally, your records will be kept only for as long as the service is provided to you, or as is required by law. If there is no legal requirement to keep the records they will be destroyed as soon as practicable. Where there is a legal requirement to retain information, it is not normally kept for more than six years beyond the current year.

The following automated decision-making, including profiling, will be undertaken:

*'Not applicable'*

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
  - (iii) to request rectification or erasure of your personal data, as so far as the legislation permits