

Fair Processing Notice – Housing First

Who will hold my information and how can I contact them?

The Liverpool City Region Combined Authority ('the CA') are the organisation that will hold your personal information. This means that we decide, with your agreement, how your personal information is used as part of our Housing First project.

If you have any questions about how your information is being used you can contact our Data Protection Officer at

DPO@liverpoolcityregion-ca.gov.uk

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

You can do this yourself or you can ask for help. Your Housing First support worker can help you to do this if you want them to. They can also help you decide who else to speak to for help.

If you registered with Housing First before 1st November 2020 your information was initially held on our Mainstay system. After 19th October 2020 your information will be held on our system; In-Form. This change will not affect the help you receive in any way.

Why does the CA want to hold your information?

Your information is being used by the CA as part of our Housing First project, and we are only able to do this with your consent. You have the right to withdraw your consent at any time by using the contact details above.

What kind of information does the CA hold about you?

The information about you that will be used will be:

- Name,
- Address,
- Contact details,
- Date of birth
- Next of Kin

In addition, we also process some 'special categories' of your personal data, such as information related to any health conditions you may have, past tenancies and/or previous offences.

Will you share my information with anyone?

In order to make sure you get the support you need, we need to share your information with our partner organisations, which include local authorities (including, where appropriate, the Police), housing associations, charities and community organisations. We only share your information when we have to, and we make sure that it is protected at all times.

How long will we keep your information and why?

Your data will be kept for a period of 7 years from the date of your application. We think this gives us long enough to monitor and evaluate our Housing First work. You can ask for your data to be deleted at any time. Your housing first support worker will explain to you the consequences of doing this.

The existence of each of your rights

You have the following rights when it comes to your personal data:

- The right to be informed how your personal information is being used
- We will provide you with copies of the information we hold if you ask us to. We will provide it as soon as possible, definitely within a month. You will not be charged for this.'
- The right to correct any incorrect or incomplete data we hold about you
- The right to information we hold, also known as 'the right to be forgotten', where
 - Your information is no longer required for the purpose it was collected
 - You withdraw your consent
 - You object to the CA processing your information (and there is no overriding legitimate interest for continuing the processing)
 - Merseytravel has breached the GDPR when processing your data
 - There is a legal obligation to delete the data (such as a court order)
- The right to restrict what the CA can do with your information and who your information is shared with
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

The right to make a complaint about how we process your information

You have the right to make a complaint about the processing of your personal data to the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF
www.ico.gov.uk
0303 123 1113

You can do this yourself or you can ask for help. Your Housing First support worker can help you to do this if you want them to. They can also help you decide who else to ask for help.