

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 the CA's 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 for help.

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.

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.

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 your health conditions you have, past tenancies and/or previous offences.

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 date 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)
 - The CA 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 receive a copy of your data so you can give it to another service provider
- The right to object to things like direct marketing.

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 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.

Any recipient or categories of recipients of the personal data

Your information will be processed as part of the Merseyside Mainstay Services to provide you with the advice and support you need. This will involve sharing your information with other Mainstay organisations, such as those listed below.

Adullam Homes	Phoenix Futures
Amadudu	Plus Dane
Bosco Society	Regenda Homes
Brownlow Group Practice	Riverside
Centre 63	SAHA
Changing Lives	Sahir House
City of Liverpool YMCA	Salvation Army
Creative Support	Sefton Council & commissioned support services
Emmaus UK	SHAP
Excel Housing	Shelter Merseyside
Forum Housing Association	St. Helens MBC & commissioned support services
First Step	Stonham
Halton Borough Council & commissioned support services	The Basement
Humankind	The Whitechapel Centre
Irish Community Care Merseyside	The Hope Centre
Knowsley Council & commissioned support services	Venus Resource
Light for Life	Veterans in Sefton
Liverpool City Council & commissioned support services	Village Housing
Liverpool Housing Trust	Waves of Hope
Local Solutions	Wirral Borough Council & commissioned support services
Magenta Living	Wirral Churches' Ark Project
Merseyside Probation	Wirral Independent Living Services
Nacro	Wirral Women and Children's Aid
New Charter	YMCA Wirral
New Start	SOFTWARE SUPPLIERS
Nightstop Communities	CDP Soft
North West Property Custodians Ltd	Capita (Advantage Impact)
Nugent Care	
P3 (People, Potential, Possibilities)	

The source the personal data originates from and whether it came from publicly accessible sources

As stated in the 'Recipients' field above, your information will be processed as part of the Merseyside Mainstay Service. This will include your information being received by the CA from such organisations as listed above.