



WHITE HORSE
HOUSING

White Horse Housing Association

Privacy Notice

Version 1; May 2018

White Horse Housing – Privacy Notice

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1. Summary

This Privacy Notice is a public document available to anyone and applies to customers of White Horse Housing to explain how the organisation collects and processes personal information in order to conduct normal business activities as a UK charitable housing association. We are a Registered Social Landlord (RSL) regulated by the Regulator of Social Housing (RSH). Our normal activities can be summarised as:

1. Providing social and other types of housing.
2. Property and grounds maintenance and repair.
3. Managing your housing, tenancy/leases and account as your landlord.

We also provide additional optional services including:

4. Organising and assisting community events.
5. Offering opportunities to be involved (co-regulation).
6. Providing welfare, benefits and debt advice (WBDA).
7. Adaptations made to the properties we manage.
8. Selling properties.

2. Who we are?

White Horse Housing is the Data Controller whose registered office is located at Lowbourn House, Lowbourn, Melksham, Wiltshire. SN12 7DZ.

The Association's Data Protection Officer is the Chief Executive who can be contacted on (01380) 850916.

We own and manage over 360 properties in the rural areas of Wiltshire, Swindon and East Somerset and employ 9 members of staff, who are all based at our registered office.

3. How we collect your information

White Horse Housing collects information from you via a variety of sources, including when you apply for one of our properties or services, complete one of our forms, when you call, write, e-mail or meet with us or respond to a survey. We may collect information when you use our social media sites, websites or self-service portal 'My Tenancy'.

From time to time we may operate CCTV / sound recording and / or use photography to capture evidence of breach of tenancy, alleged anti-social behaviour or crime. We may also take photographs at our events, at our properties and in our communities to use for general marketing and publicity. However, photographs of individuals will only be used for those purposes with your consent.

We may receive information about you from third parties including:

- Your council or benefits office relating to your housing.
- Prior landlords and credit agencies when you apply for housing.
- Police, welfare or support organisations dealing with you.
- Councillors, MPs or other representatives acting on your behalf/instruction.
- Financial institutions when you apply for our services.

4. What information we collect about you

The information we require from you, the tenant(s) or leaseholder(s), includes:

- Full name (and proof of your identity / photo ID).
- Date of birth.
- National Insurance number (your unique identifier).
- Contact details (phone, e-mail or correspondence address).
- Details of anyone authorised to act on your behalf (if applicable).
- Basic details (name and DOB) of all household residents.
- Banking details if you pay your rent by Direct Debit.
- Card details if you pay by card (however card details are not stored).
- Proof of housing eligibility, any interest or equity in other property.

- Other personal information that will vary on a case by case basis to help us resolve breach of tenancy, alleged anti-social behaviour or fraud.

The information we may collect from you includes:

- Disabilities or vulnerabilities. We use this information to tailor our service to better meet your particular circumstances and needs. We may use this information for safeguarding of staff.
- Financial information. We may use this to help resolve arrears payments and optionally to provide welfare, benefits and debt advice as a free service to help you budget and pay your bills. We may use this to apply for funding on your behalf.
- Health information when we require this to support funding for adaptations made to the property you are living in. More specific details are provided if you use this service.
- Photo ID, bank statements, payslips or income details when we require this information for processing a house sale or purchase.

If you do not provide the information we need then we may not be able to provide all our services to you, and ultimately you may not be able to hold a tenancy or lease with us, or sell or purchase a property through us.

5. What processing we do with information collected

The information we require from you is used to manage your tenancy or leasehold agreement or other contract between you and White Horse Housing. Please read your contract carefully for specific details as 'performance of a contract' is the usual legal basis we rely on for processing your information and carrying out our activities.

The processing activities we conduct can be summarised as:

- Managing your account charges and payments, including arrears.
- Managing the repairs, maintenance and adaptations of our properties.
- Ensuring tenancy (or contract) conditions are complied with, such as dealing with anti-social behaviour or fraud.
- Complying with relevant legislation and regulation.

White Horse Housing conducts research and statistical analysis to help improve our business processes and the services offered to our customers, as well as to evaluate our performance against other benchmarks. When possible, statistical information is anonymised.

White Horse Housing conducts surveys regularly and periodically relating to our services in order to gauge satisfaction and make improvements based on feedback.

White Horse Housing operates a range of information and communications systems and technologies for efficient operation of the business. Personal information is stored and

managed within those systems which are maintained to achieve a high level of confidentiality, integrity and availability including following high cyber security standards. We hold information in IT systems which may be copied for testing, backup, archiving and disaster recovery purposes. All data is held within the UK.

6. Additional services

White Horse Housing conducts a number of additional voluntary services including organising community events, providing debt advice, adapting the property you live in, selling properties and gathering information to improve our services. For these voluntary services, where your personal information is needed, we will always notify you about the service being offered, explain the service and obtain your consent to proceed, usually by way of a sign up / consent form for that service.

For the additional voluntary services, much of the information contained in our Privacy Notice is still relevant, such as details about White Horse Housing as the Data Controller, contact information for the Data Protection Officer and the rights you have under the legislation, including the right to withdraw your consent and the right to complain.

7. Children's information

White Horse Housing does not normally process children's information as part of a tenancy, as all tenants are adults. However, we record children's basic information if they are resident in one of our properties, including their name and date of birth. This is required for checking the property is not overcrowded and to assess other tenancy management issues where all householders and ages are required to be known. We may receive children's information if we are involved in the housing and tenancy aspects of a welfare case as part of a multi-agency working solution.

8. Property information

Much of the data we use relates to our properties and their maintenance and repair. We do not consider property information used in conjunction with the property address to be your personal information. For example, the age of the kitchen, results from surveys, planning to replace windows or a repair to a tap.

We are usually happy to provide you with answers to questions you may have about the property you are living in and work done to it.

As soon as your name, contact details or other personal information is used in conjunction with property information, such as to complete a property repair visit, then this is treated as personal information.

9. How we will communicate with you

White Horse Housing needs to communicate with our customers and this will usually be in writing or by telephone, but is more commonly becoming electronic and paperless. We are moving many of our services on-line as this is usually more convenient for you and more efficient for us. Our secure on-line tenant service is called 'My Tenancy'.

If you use the 'My Tenancy' service it is important that you keep your password secure and do not share your 'My Tenancy' details with any other person. The privacy of your information, as with any on-line service, depends on you keeping your account username and password details to yourself, as well as setting a suitably complex password that cannot be guessed.

Our tenants receive our regular newsletter with information about what is going on within the organisation. We are required by our regulator to keep our tenants informed and to offer opportunities for involvement, but you may opt-out of receiving this if you wish.

White Horse Housing will operate an opt-in mechanism for receiving direct marketing. You may remove your consent to receive direct marketing or object about direct marketing by writing to the Data Protection Officer at our registered office.

We will only discuss or communicate your tenancy or lease details with those named on the agreement or those authorised (temporarily or permanently) by you. You can authorise someone temporarily verbally over the phone or permanently in writing.

10. Who we share data with and how long we keep information

White Horse Housing shares limited personal data with our contractors who are carrying out services on our behalf. Our contractors are required to comply with the law and our own Data Processing Contract to ensure data is managed appropriately and for specified purposes, including to run our out-of-hours telephone service or to complete emergency, responsive or planned property repairs.

We may share your information with a language translation service if it is necessary to translate any information into or from a foreign language for you.

White Horse Housing may need to share personal information with local authorities, government departments and agencies, with our regulator and auditors, with utility companies or with other organisations and agencies where we are legally allowed to do so.

Information relating to a tenancy or lease agreement will be kept for as long as the agreement is active or where money is owed on the account. The basic history of who held a tenancy at which property and when will be held forever.

We may need to share information with solicitors, agents, mortgage brokers, financial advisors, court agents, surveyors and valuers relating to a property sale.

11. What we will not do

- We will not send you unsolicited marketing material. We will not sell your personal data on to third parties.
- We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law or we have your explicit permission to do that.
- We will not transfer or store your personal data outside of Europe (the European Economic Area) outside of the control of the UK/European regulations.

12. Your rights, the right to complain and the ICO

You have the right to request a copy of the data we hold about you. Please contact info@whitehorsehousing.co.uk if you wish to request access to any of your personal data and we will always endeavour to answer your questions as part of our friendly, helpful service. We will not normally make a charge for this service and will respond within one month of receiving your request. It will always help if you can be as specific about what personal data you want to see, what it relates to and within what timeframe, as that will assist our search.

You have the right to correct information that we hold. Please advise us of any changes or corrections by contacting us on 01380 850916 or via e-mail to info@whitehorsehousing.co.uk

You may withdraw your consent to use any information that was previously provided with your consent. Please advise us if you wish to withdraw any consent previously given by e-mailing info@whitehorsehousing.co.uk.

You also have other rights which can be seen by visiting the Information Commissioner's Office (ICO) website and reading about Data Protection law at www.ico.org.uk

You have the right to complain about any matter relating to our service, including how we use your personal data:

- In the first instance please contact our Operations Team on 01380 850916 or e-mail info@whitehorsehousing.co.uk.
- If you are still not happy with our service you may complain to the Housing Ombudsman Service at www.housing-ombudsman.org.uk
- If you wish to complain about our use of your personal data you may complain to the UK Information Commissioner's Office (ICO) at <https://ico.org.uk/>. Up until 25th May 2018 our ICO registration number is Z6188367.

13. Further information

White Horse Housing produces a number of different leaflets designed to inform you about our services and other useful topics. There are leaflets on 'Compliments and Complaints' and 'Data Protection' available from our website.

For further information about White Horse Housing, please see our website at www.whitehorsehousing.co.uk (including website terms & conditions and information about website cookies) or contact our Operations Team.

14. Changes to our Privacy Notice

Our Privacy Notice is regularly kept up to date and this version was published in May 2018.