

Short Term Housing Support Referral/Allocations

Privacy Notice

1. Purpose of the processing and the legal basis for the processing:

Fife Council commissions and is a member of the Short Term Housing Support & Homelessness Public Social Partnership (PSP). In addition to Fife Council, PSP members comprise voluntary agencies delivering short term housing support, housing advice & Keyfund services, domestic abuse services and supported temporary accommodation services across Fife.

Fife Council and the PSP Lead Agent jointly process and allocate short term housing support referrals and use the information provided by you within your short term housing support application form in order to assess your circumstances and to enable you to receive a short term housing support service.

- We have statutory functions to process these applications for short term housing support in terms of the Housing Support Services (Homelessness) (Scotland) Regulations 2012; Housing (Scotland) Act 2014; Adult Support and Protection (Scotland) Act 2007.

2. Please describe the categories of personal data processed by your Service or service:

The personal information we gather and use includes name, national insurance number, contact details and date of birth for applicant and household members.

We also gather information on medical information, details of any vulnerabilities and the reasons you require support, your physical & emotional well-being, parenting and care requirements, and risk information including any criminal convictions.

3. Any recipient or categories of recipients of the personal data:

We share your information with the partners of the PSP including the short term housing support providers as well as those involved in the management of your tenancy, temporary accommodation and/or accommodation-based support.

4. The source the personal data originates from and whether it came from publicly accessible sources (including information gathered about third parties e.g. where we have gathered information about a third party during discussions with a service user or referrer):

We receive additional information from you or a referrer to enable your application for housing support to be assessed. For example, information from NHS, Social Work Services, Health & Social Care Partnership and voluntary agencies.

We receive information about you from your current or previous landlord, including any temporary accommodation providers.

We obtain information about you from previous housing support applications that you have submitted.

By completing this application form, we gather information about household members on your application.

We can contact other individuals as a result of information that you or the referrer has provided. For example, former support worker contact details.

We obtain risk assessment information about you and household members from Social Work Services, previous housing support applications and providers, referrers, current landlords including temporary accommodation providers, Police Scotland, NHS, and any other agency where appropriate.

5. The legitimate interests of the controller or third party, where applicable:

Article 6 (1) (e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The lawful basis for processing special categories of personal data is:

Article 9 (2) (h) – Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.

6. Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data:

In the event that we did not request and use this information then it would not be possible to assess your need for short term housing support.

7. The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences:

There is no automated decision making when assessing an application for short term housing support.