

# Housing

## **Relating to repairs, maintenance, adaptations and general safety of council housing.**

Council housing is public housing that is rented to households who are unable to afford to rent from the private sector or buy their own home. Oadby and Wigston Borough Council deal with managing housing in the local area. With these properties, on occasion we may need to carry out repair work (when reported by a resident/housing officer/support worker) and general maintenance works are carried out on schedules that are determined by inspections, reviews, and with health and safety in mind.

We also process information relating to adaptation works at properties. This can be works to aid a person's standard of living due to their mental or physical health. We also have a duty to ensure the properties are safe in terms of things like gas safety and boiler usage/output.

A resident also has the opportunity to purchase our properties through the 'Right to Buy' scheme. Throughout this process we have a criteria that needs to be met and following approval, details will be provided to our legal section to carry out the selling/purchasing of the property.

The retention of all data that is provided to the 'Housing' section will be determined by Oadby and Wigston Borough Councils retention policy. A copy of the retention schedule is available on the Council's website.

The information and personal data that you provide for housing repairs and maintenance will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act and will be used in relation to your housing enquiry.

## **Information collected:**

- Name
- Address
- Telephone number(s)
- Email address
- Date of Birth (where applicable)
- Financial details
- Medical details
- ID proof

## **Agencies we might share the information with:**

- Judicial Agencies e.g. courts
- Police
- Health Agencies
- Other local authorities
- Government department
- Safeguarding boards

- Contractors providing housing services and IT services
- Elected members and MPs (as your representatives)
- Funding bodies

### **Purpose for processing:**

- Prevention and detection of crime
- Research Inc. consultations
- Service delivery
- Service improvement and planning
- Statutory requirements e.g. reporting to Government
- For the provision of safe accommodation

### **Lawful basis for processing:**

- Contract
- Legal obligation
- Vital Interests