



Lewes District Council



Working in partnership with Eastbourne Homes

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## Vulnerable Household Support Fund Privacy Notice

On 23 May 2022 the government announced a package of support for vulnerable households. The Household Support Fund provides ££1,216,783 to help vulnerable people in East Sussex, The funds have been provided by the DWP to East Sussex County Council who have allocated a limited fund to Lewes and Eastbourne Council to support households in the most need with food, energy and water bills.

If you apply, we will need to process your personal data to assess whether you are eligible to receive financial support. This Privacy Notice sets out what personal data we will use, how we will use it, and why we need to, when an applicant applies for this support.

### **Categories of personal data we collect and process**

We collect and process the personal data that you provide to us when completing your application for the Household Support Fund, which may include:

- Full name;
- Full residential address
- Proof of residence
- Email address;
- Proof of means tested benefit
- Mobile telephone number;
- Home telephone number;
- Bank statement
- Wage Slips and proof of household income
- Your National Insurance Number;
- Information regarding children in the household

### **What we use your personal data for**

We will carry out checks with the Department for Work and Pensions (DWP), for verification purposes,

Information relating to your application will also be sent to East Sussex County Council and DWP to allow us to carry out anti-fraud checks and determine how well the scheme is performing.

Your personal data will only be shared with Councils' third party advice and support partners who will be processing the data only to assess your eligibility for financial assistance and to ensure you receive the assistance you are entitled to. We may

disclose information to third parties where it is necessary, either to comply with a legal obligation, or where permitted under data protection laws.

We will not share this data with other organisations or individuals outside of Lewes District Council and Eastbourne Borough Council for any other purpose.

## **Our lawful basis for processing the personal data**

The lawful basis we rely on for using your personal information is:

- UK GDPR 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

## **International Data Transfers and Storage**

Your data will not be sent or stored abroad

## **Personal data disposal and retention**

We will only keep your personal data for as long as it is needed for the purposes of determining whether you qualify for assistance under the Scheme and for making payment of your financial entitlement under the scheme.

## **Cookies**

Cookies are small text files that are placed on your browser. To see how we use cookies, please visit our cookie page at [www.lewes-eastbourne.gov.uk/help-and-accessibility/cookies/](http://www.lewes-eastbourne.gov.uk/help-and-accessibility/cookies/)

## **Your rights as a data subject**

By law, you have a number of rights as a data subject and this does not take away or reduce these rights. Your rights under the UK General Data Protection Regulation (2016/679) and the UK Data Protection Act 2018 applies.

All information is processed in accordance with Lewes District Council and Eastbourne Borough Council data protection policy [www.lewes-eastbourne.gov.uk/access-to-information/data-protection/](http://www.lewes-eastbourne.gov.uk/access-to-information/data-protection/)

These rights are:

1. **Your right to get copies of your information** – you have the right to ask for a copy of any information about you that is used.
2. **Your right to get your information corrected** – you have the right to ask for any information held about you that you think is inaccurate, to be corrected
3. **Your right to limit how your information is used** – you have the right to ask for any of the information held about you to be restricted, for example, if you think inaccurate information is being used.

4. **Your right to object to your information being used** – you can ask for any information held about you to not be used. However, this is not an absolute right, and we may need to continue using your information, and we will tell you if this is the case.
5. **Your right to get information deleted** – this is not an absolute right, and we may need to continue to use your information, and we will tell you if this is the case.

If you are unhappy or wish to complain about how your personal data is used as part of this scheme, you should contact Lewes District Council and Eastbourne Borough Council in the first instance,

If you are still not satisfied, you can complain to the Information Commissioners Office. Their website address is [www.ico.org.uk](http://www.ico.org.uk) and their postal address is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **Security**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorised access, disclosure, alteration and destruction. We have written procedures and policies which are regularly audited, and the audits are reviewed at senior level.

## **Data Protection Officer**

Our designated Data Protection Officer is Oliver Dixon, Head of Legal. He can be contacted at [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)

## **Automated decision making or profiling**

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## **Changes to our policy**

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on our website. This privacy notice was last updated on 21 November 2022.