

The following information applies to Disabled Facilities Grants and Disabled Facilities Adaptions (Council Tenants).

**Data Controller:**

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

**Data Protection Officer:**

Nicola Hesketh  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

Email: [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk)

**Retention:**

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our retention Policy can be found at: [Link to retention schedule]

**Rights:** You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Information Collected**

Name  
Address  
Contact Information  
Financial Information

### **“Special” category Information Collected**

Health

### **Purpose Collected**

We collect this information to process your grant application or application for disabled facility adaptations, provide administration for panels and maintain our Disabled Facilities Grants and Disabled Facilities Adaptions waiting list.

We will use it to monitor performance of the schemes and we will use it to communicate with you regarding contact you have had with us and to document your relationship with us.

We will collect detailed financial information for customers applying for Disabled Facilities Grants and this is used in determining eligibility for a grant.

We will use your information to organise any work to be carried out by third-party contractors.

### **Legal Purpose**

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the law namely:

Housing Grants, Construction and Regeneration Act 1996.

Some of your information may also be used under **Vital Interest** to safeguard adults, and children under the Children’s Act 1989.

### **Third Parties we might share information with**

We will share your personal information with third parties where required by law, or where it is necessary to administer your grant application. Examples of the organisations we may need to share information with are below, this list may not be exhaustive:

Staffordshire County Council

Millbrook  
Third party contractors

### **Third-Parties Service Providers – Which third parties process my personal information?**

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

The following third-parties process personal information about you for the following purposes:

Third-party contractors to carry out any work in relation to your grant.

### **How secure is my information with third-party service providers?**

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

### **More information**

Tamworth Borough Council's Privacy Notice can be found at:  
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.