



Haig Housing Data Protection: Our Policy

Haig Housing keeps computerised and manual information about employees, applicants for employment, current tenants, former tenants, applicants for tenancies, contractors, consultants and suppliers, stakeholders and pensioners.

The Trust must ensure that such information is kept secure, and is not disclosed to agencies or individuals who might use it for purposes other than those for which it was originally provided. Any third party processing information on the Trust's behalf will sign a written confidentiality agreement.

The Trust will regularly review any existing selection or allocation process based on data collected on an individual to confirm that it may withstand public scrutiny.

This leaflet is a summary of Haig Housing's Data Protection Policy– a full copy of the policy is available– please see over for details.

DATA PROTECTION AND YOU

DATA means all personal information, which is held about individuals which may enable an individual to be identified. This includes:

- Names and addresses
- Racial or ethnic origin
- Political opinions
- Religious beliefs, or other beliefs of a similar nature
- Trade union membership
- Physical or mental health or condition
- Sexual orientation
- Any offence, alleged offence or any associated information

COLLECTING AND USING DATA

In most cases, Trust will need to receive the individual's explicit consent before processing sensitive data. The Trust can collect sensitive information such as sex and race for the purposes of equal opportunities monitoring. The Trust must:

- Comply with the Data Protection Act 1998 principles
- Process the data fairly and lawfully
- Obtain the data only for specified and lawful purposes

An individual may refuse to give consent to the processing of information for the purposes of direct marketing, or to any processing likely to cause damage or distress to the individual.

CONTROLLING DATA

Personal information is subject to control restrictions to protect confidentiality. The Trust holds data in:

- QL housing data management system
- Reports, correspondence file notes and e-mails held on an IT system concerning individuals
- Structured filing system – sensitive data is held separately in a limited access file

THIRD PARTY ACCESS TO DATA

Local authorities and other statutory bodies including the Police may have access to personal data in some instances after appropriate confidentiality levels have been established.

RIGHTS TO INFORMATION PROVIDED

Under the terms of the Act an individual is entitled to:

- Have reasonable access to information processed about him / her within 40 days, preferably requested in writing
- Know the logic involved in any decision made based on automatic data processing systems (computers) which affects them
- Know the identity of any person controlling or processing the data
- Know why and how the data is being used
- Know who receives the information
- Confidentiality – (public interest overrides confidentiality)