

## **Homeless Application - Potential Use of Personal Data Full Declaration**

This sets out a more detailed explanation of how we may use the personal information provided by households applying as homeless and also accessing a housing options service.

We, The Highland Council will keep your personal information safe & secure. All information that given to us by a homeless applicant will be treated in confidence and comply with the Data Protection Act 1998. It will be placed in secure files. Applicants can see details of their records on request.

It will be used for the purposes below including: assisting you with your housing options, preventing homelessness and determining entitlement to homeless rights.

We require to fully investigate homeless applications. To do this we require the applicant's permission to contact people who can confirm their details. We will do this as per our legal duties (Housing (Scotland) Act 1987: Part II - Homeless Persons). Each applicant's information will be processed fairly and lawfully for the following purposes:

- To process the homeless application in accordance with the Housing (Scotland) Act 1987. This is to establish if they are: homeless, intentionally homeless and; have a local connection.
- To contact their landlord or former landlords or lenders for information about their tenancy or mortgage.
- To contact their parents if under 18 years old to confirm circumstances.
- To investigate and check information they have given in their application.
- For administrative purposes, reporting monitoring data and using statistical data for strategic planning.
- For equal opportunity monitoring.
- To check information against the National Fraud Initiative database to detect fraud or crime and to protect public funds.

Any information they have provided will be treated as confidential. We will only allow to those with a 'need to know' to access it, such as:

- If there is an antisocial behaviour or safety concern raised during the homelessness assessment, staff will liaise with Police Scotland and or Criminal Justice Social Work.
- If there is a support need identified, a referral may be made to the most appropriate support provider.
- If there are concerns for the safety or wellbeing of a child, staff will notify the named person according to responsibilities under GIRFEC (Getting it Right for Every Child) and, if relevant, Police Scotland.

- If there are concerns for the safety or wellbeing of an adult, staff will notify Health & Social Care and, if relevant, Police Scotland.
- If a member of the household is a Looked After Child, staff will liaise with Health & Social Care.
- If there are immigration queries regarding the right to remain, staff will liaise with the UK Border Agency.

To identify suitable accommodation we may contact the following agencies:

- NHS if recently been discharged from hospital
- Criminal Justice if recently been released from Prison
- Mental Health/addictions team if issues been disclosed

For independent advice about data protection, privacy, and data sharing issues contact: Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF **Telephone:** 01625 545745 **Email:** [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk)  
**Website:** [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)