

# WICKHAM COMMUNITY LAND TRUST

## Privacy Statement

This privacy statement explains what you should expect when Wickham Community Land Trust (WCLT) collects and holds information about you.

There is more detail in our Data Protection Policy available by writing to us at the address below.

### 1. Information collected for Housing purposes

As a Community Land Trust we collect and retain personal information on people who apply for or enquire about housing or are housed by us. When WCLT receives an application for housing or engages in correspondence in respect of any enquiry we make up a file. This may be held electronically, on paper or both.

Any personal information we hold on successful applicants for housing will be held while they are housed by WCLT and for a period of 12 months afterwards. We may hold personal information for a longer period by agreement with the individual or where there is any outstanding debt or legal/regulatory obligation.

Any personal information collected from enquirers or unsuccessful applicants for housing will be held for 12 months after the completion of the next housing allocation exercise and then destroyed unless you specifically consent to WCLT holding your details against a future housing opportunity

Where we hold your details on the basis of consent (rather than in relation to a legal agreement like a tenancy agreement or lease or as a 'legitimate interest') your consent will usually be in writing and you can withdraw your consent at any time.

We may share personal information with third parties where this is necessary to provide our services, to combat fraud or meet our regulatory or legal responsibilities. We can also share personal information with other organisations if you agree or ask us to do so.

### 2. Other personal information held by WCLT

We are also required to hold some personal information about Board Members, other volunteers, employees, contractors, donors and others. Only personal information that is relevant to our relationship with you will be held.

This data will be destroyed within one year of the relevant relationship ending unless you agree it is retained for longer or there is a legal or regulatory reason why we need to retain it.

### **3. How we keep your personal information safe**

We keep any personal information we need to hold in paper form in locked storage. Electronic data is held on computer protected with current anti-virus software, passwords and in recommended, secure UK based storage.

Data is only shared within WCLT itself on an identified "need to know" basis and is anonymised unless identification is specifically required. Data is shared with third parties where we are assured they are compliant with current law on data protection and only in performance of our contract with our tenants or in fulfilment of our regulatory requirements.

Publicly available information will never identify individuals unless consent has been given.

### **5. Finding out what data we hold on you.**

Individuals can find out if we hold any personal information by making a written request. If we do hold information about you, we will give you a description of it, tell you why we are holding it and let you have a copy of the information in an intelligible form.

Write to:  
The Data Protection Officer,  
Wickham Community Land Trust,  
PO Box 739,  
Fareham,  
PO14 9RH

21.5.2018