

# Privacy Notice for Dérive (Salford) Ltd

## Purpose(s):

We collect your personal information for the following purpose(s):



- Determining housing need
- Place on the waiting list and allocating the property
- Manage your tenancy / lease and the property it relates to
- Monitor compliance with the terms of your tenancy / leasehold agreement; and
- Conduct surveys in order to monitor and improve our services

## Categories of personal data:

In order to carry out these purposes we collect and obtain the following categories of personal data:

- Name
- Address
- other personal identifiers e.g. possibly National Insurance numbers
- Family details
- Financial details (inc income and rent payments)
- Employment details
- Physical or mental health details
- Racial and ethnic origin
- Offences; and
- Criminal proceedings, outcomes and sentences

## Legal basis for processing:

The legal basis for processing your personal information is:

Landlords are required to ensure that households have a Right to Rent Immigration Act 2014 and are eligible for housing and the homes are provided in line with the appropriate laws, including Housing Act 1988.

Entering into a tenancy is a contractual obligation, which will require the tenant supplying their details in exchange for consideration for a property.

## Information sharing/recipients:

We may share personal information about you with the following types of organisations:

There may be occasions when we have to share information with others to enable us to deliver services and fulfil legal and contractual obligations. Relevant information may be shared with:

- Contractors, eg for undertaking repairs / works to the properties
- Insurers and solicitors, eg for tenancy checks
- Other landlords, eg to meet housing need and support tenancies
- The government, eg statutory requirements were necessary
- Social Services, as above
- the Police, as above
- the Fire service, as above
- Health professionals (as above); and

other organisations engaged to perform data processing on our behalf, with particular reference to the managing agent who will be managing the tenancy, lettings and properties. From 2019/20 this will be Salix Homes. See Salix Homes Privacy Statement below:

**<https://www.salixhomes.org/privacy-statement>**

**Data Transfers beyond European Economic Area (EEA):**

We will not send your data beyond the EEA.

**Automated Decisions:**

There will be no automated decision making. All decisions will be made or reviewed by humans.

**Data retention/criteria:**

We will retain your information for: ongoing maintenance and management of the tenancy and property. This is in accordance with: the relevant legal requirements (inc Housing Act 1988).

**Your rights and updates:**

Information about exercising your rights can be found on the Governments website.

**<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.

**Further information:**

If you would like further information please contact:

Derive (Salford) Ltd  
Civic Centre,  
Chorley Road,  
Swinton,  
Manchester,  
England,  
United Kingdom,  
M27 5DA

Email: [info@derivesalford.co.uk](mailto:info@derivesalford.co.uk)

Website: <https://www.derivesalford.co.uk/>

As at August 2019