

Cost of Living Crisis Fund and Household Support Fund Privacy Notice

The name and contact details of the data controller :

London Borough of Camden, Judd Street, London. WC1H 9JE 020 7974 4444.

The name and contact details of the Data Protection Officer:

Andrew Maughan, Borough Solicitor, dpo@camden.gov.uk

The purpose of the processing

The Cost of Living Crisis Award and Household Support Fund is financial support for adults who have been resident in the borough for a minimum of six weeks and are in severe financial hardship.

Collecting this data allows us to ensure we are helping those who are most in need. The data is used to check proof of residency and for means testing. Equalities data is taken to better understand who is in most need of financial assistance in the borough and giving this information is optional

The Categories of Personal Data

- Name
- Address
- Date of birth
- Phone number
- Email address
- ID such as National Insurance Number, benefit claim reference number, home office reference number or other if these are not available
- Household type – primary reason award is needed dependents, pensioner or disabled person in the house or none of these.
- Summary of the reason for the award and the cause of hardship – this may include health and circumstantial information
- Gender
- Tenure

To be added soon:

- Three months of banks statements
- Two month pay slips or P&L accounts
- Benefits claimed
- Benefit calculator outcome
- Employment status
- Details of arrears and debt
- If they have a rent shortfall due to benefit cap, bedroom tax or their housing allowance does not cover the rent.

The Categories of Special Category Data

- Ethnicity
- Disability
- Sexual orientation
- Health information

The legal basis for processing

For personal data UK GDPR article 6(1)(e) public task. Special Category data Art 9 2)(b) Employment, social security and social protection (if authorised by law) with the Data Protection Act 2018 Schedule 1 part 1 condition being para 1 Employment, social security and social protection

The categories of recipients that the council has or will disclose the data to.

DWP and HMRC. We also undertake general data matching or data sharing in certain areas for the prevention or detection of crime, you can find out more information on that [here](#). We will not transfer your Personal Data outside the EU/EEA.

The retention period

The data will be kept for seven years

What information is mandatory for you to provide and the consequences of not providing the information, and whether giving Personal Data is part of a statutory or contractual requirement or obligation.

It is not mandatory to provide any information, but if the information below is not provided the application cannot be assessed and no financial award will be made:

- Name
- Address
- Date of birth
- Phone number
- Email address
- ID such as National Insurance Number, benefit claim reference number, home office reference number or other if these are not available
- Household type – primary reason award is needed dependents, pensioner or disabled person in the house or none of these.
- Summary of the reason for the award and the cause of hardship – this may include health and circumstantial information
- Three months of banks statements
- Two month pay slips or P&L accounts
- Benefits claimed
- Benefit calculator outcome
- Employment status
- Details of arrears and debt
- If they have a rent shortfall due to benefit cap, bedroom tax or their housing allowance does not cover the rent.

Automated decision Making and Profiling.

We are not using automated Decision Making or profiling to process your Personal Data

Your Data Subject Rights

You have the right to request a copy of the information we hold about you, the right to ask us to rectify, erase or restrict processing of your data, the right to ask for data portability, the right to object to automated decision making, and if we are relying on consent the right to withdraw consent at any time. There are some exemptions to these rights. Please see our website [here](#) and the ICO website [here](#) for more information. To exercise these rights please use our web form [here](#)

The right to lodge a complaint with a supervisory authority:

It would be helpful if you contacted us first at dpa@camden.gov.uk to see if we can resolve the problem. You can complain to the Information Commissioner's Office if you are unhappy with how the council has handled your personal data. You can contact the ICO at Telephone: 0303 123 1113 , live chat <https://ico.org.uk/global/contact-us/live-chat/> or webform <https://ico.org.uk/global/contact-us/>