



**Winchester**  
City Council

## **GDPR CLIENT PRIVACY NOTICE**

### **PRIVACY NOTICE – WHAT WE DO WITH YOUR PERSONAL INFORMATION**

Under **Data Protection law**, Winchester City Council is required to let you know on what legal grounds and how the personal information you have provided is used. The Council may use your personal information (including special category information about your health with your consent) where this is necessary to carry out one of its public task functions – in this case administering the Disabled Facilities Grants system under the Housing Grants, Construction and Regeneration Act 1996. Your personal information will be used to enable us to administer your application for a Disabled Facilities grant and we may also contact you to ask for your views on how to improve our services and policies.

Your information may also be used for the following purposes:

**Equality Monitoring** – we aim to treat everyone fairly and equally. Any information you provide will help us monitor the delivery of services effectively, and make improvements.

**Exceptional Circumstances** – in certain circumstances, the law allows us to share some information with third parties, even if you have not given consent. For example, in a life or death situation or in order to safeguard the welfare of vulnerable children or adults.

**Prevention and Detection of Crime, including Fraud** – we may use information you have provided for the prevention and detection of fraud and in doing so will share your information with others.

**Other Departments of the Council** – sometimes information will be shared with other parts of the Council. For example information may be given to Electoral Registration Services and Council Tax.

We may also approach other people such as your doctor or the Department for Work and Pensions to verify the information given in your application.

## **Please Turn Over**

### **Consent (sensitive information)**

Some information about you and your family that we ask you to provide is particularly sensitive and needs more protection. For example information about your physical and mental health.

- a) I consent to Winchester City Council holding sensitive information about and me and my family for the purpose of administering my Disabled Facilities Grant application. I

understand that I can withdraw this consent at any time by contacting the Council's Housing service.

Client

Joint Client

- b)** We will not normally disclose sensitive information to third parties without your consent. However, it will help us to provide the most effective service to you if we are able to share this and other information with for example: medical professionals such as your GP, mental health services, adult/children services, contractors, and architects.

Please detail any organisation or individual you **do not** want your information shared with:

Please speak to your DFG Case Officer if you are considering refusing consent. If you refuse consent to share information it is likely to be more difficult for us to assist you.

I consent to my sensitive information being shared as described above. I understand that I can withdraw this consent at any time by contacting the Council's Housing service.

Client

Joint Client