

Innisfree also works with the Police and disclosure of information is allowed for the prevention and detection of crime and the apprehension or prosecution of offenders.



Your rights

You have the right to object to how we handle and process your personal information. You also have the right to access, correct, sometimes delete and restrict how we use the personal information we hold. Specifically, you have the right to know:

- What data we hold and why we hold it
- The categories of personal data
- Which organisations the information is shared with (if any)
- Where possible to say, how long we plan to hold the information
- Where we got information from that did not come from you

You also have the right to complain to us and to the data protection regulator.



What to do if you want to exercise your rights

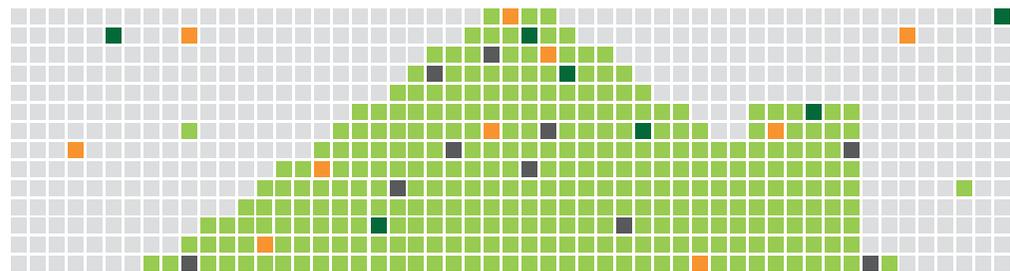
If you wish to exercise your rights to see, amend, restrict or possibly delete the data we hold, you can contact our Office Services Manager on **020 7692 1248** or dataprotection@innisfree.org.uk.

They can also give you a copy of our full data protection policy and procedure.

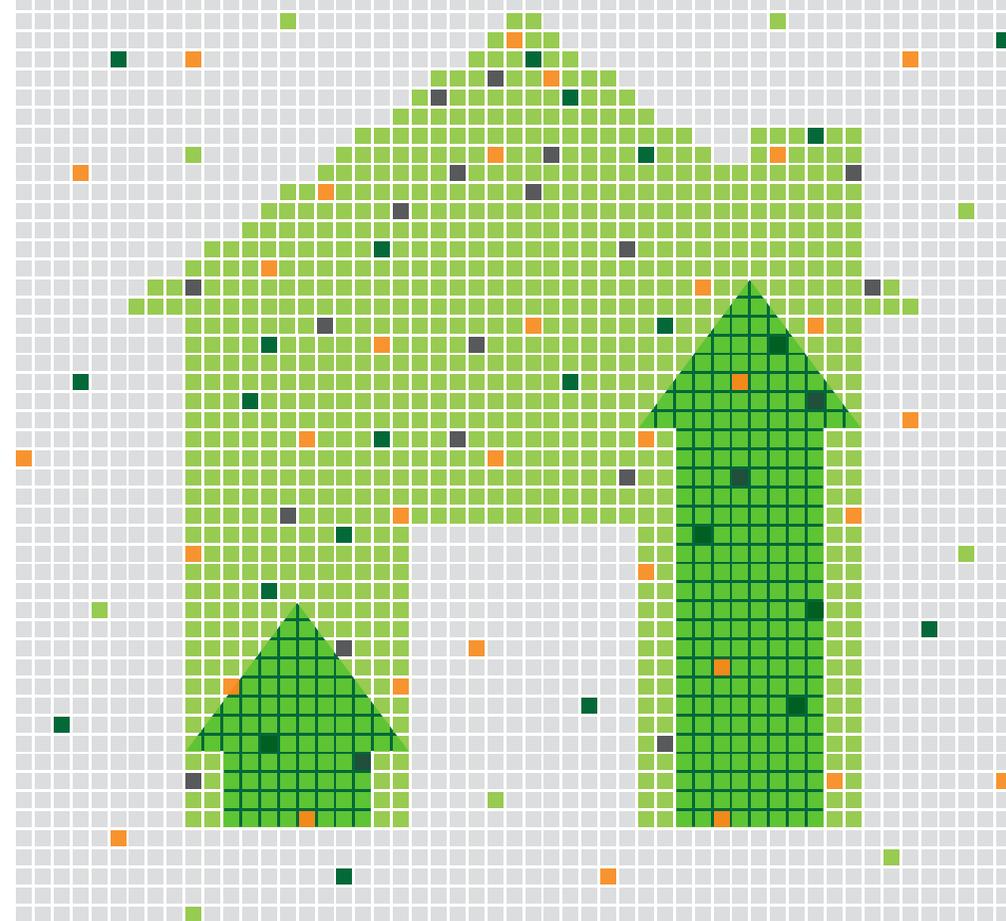
For independent advice about data protection, privacy, e-privacy and data sharing issues, you can contact the Information Commissioner. (*Lots of useful information is accessible on their website*): www.ico.org.uk

Information Commissioner,
Wycliffe House, Water Lane,
Wilmslow, Cheshire SK9 5AF

Tel: **0303 123 1113**
Email: casework@ico.org.uk
Website: www.ico.org.uk



Fair processing notice summary



To help us deliver our services to you, we need to hold certain pieces of personal information (data) about you. We are committed to treating your information securely, with respect and in line with data protection law. This privacy notice explains what happens when we process your personal information. It is important that you read this policy to understand what information we hold about you, how we may use it and your rights in relation to your data.

Our approach to your data

When handling your personal data, Innisfree will make sure that it is:

- Fairly and lawfully processed
- Process for specific purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, up to date
- Kept for no longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to a country outside the European Economic Area without protection

How we gather information

We gather a range of information (data) about you. This is mostly the information you provide us when you sign up for your tenancy but it may also be as and when you apply for particular services.

We will only collect and process personal data if:

- You have given your permission for us to do so
- We need to collect or process that data to enable us to deliver our services to you or
- We are legally obliged to or
- It is necessary to protect your vital interests

The types of information we collect

As well as personal information (such as your name, address and date of birth) we may collect sensitive personal information (also known as special categories of data) which may include:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Sexual orientation
- Health information

We use this data to ensure services are delivered appropriately and to monitor equality, diversity and inclusion. We will apply additional security and confidentiality measures when processing your sensitive personal information. We will ask for your specific informed consent at the time of collecting this type of data. Where you provide consent for us to process sensitive personal information, you have the right to withdraw this consent at any time.

Who sees information

We will only share personal information with staff who need to know that information to carry out their duties.

Where practical, we will ask for your explicit agreement before passing on information to other organisations. There are some organisations that Innisfree has a legal obligation to pass information on to. These are:

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| ▪ Inland Revenue | ▪ Audit Commission |
| ▪ Child Support Agency | ▪ Supporting People |
| ▪ Child Maintenance Services | ▪ Health & Safety Executive |
| ▪ Benefits Agency | ▪ Protection of Vulnerable Adults |
| ▪ Department of Work & Pensions | ▪ Referral agencies |
| ▪ Financial Conduct Authority | ▪ Women's Aid |
| ▪ Office for National Statistics | ▪ GP/Medical Practitioners |
| ▪ Commission for Social Care Inspection | ▪ Local Authorities |
| ▪ Criminal Records Bureau | ▪ Other Housing Associations |