



Community Benefit Society Registration No. 7620

Ford Community Land Trust

Data Protection Policy

Registered Address:

Ford Community Land Trust (FCLT)
c/o Ford Parish Council,
Yapton and Ford Village Hall,
Main Road,
Yapton,
West Sussex
BN18 0ET

Adopted :

Review date :

Introduction

This policy will detail how, when and why we collect Personal Information about you and how we will use it. Personal information is data that identifies an individual and all such data will be dealt with properly and in accordance with the General Data Protection Regulation (GDPR) and other related legislation.

We collect and use certain types and amounts of personal data about people depending upon the specific activities they engage in with us, such as registering to become a FCLT member, subscribing to a community share offer, becoming a Board Member or expressing an interest in an FCLT home.

You may have given us your personal data by filling in forms, by corresponding with us by phone, email or letter. Whatever your involvement with us will result in personal data being created. This could be just your name and basic contact details.

Data classed as "sensitive" is in a special category. FCLT does not intend to seek or hold sensitive personal data about members or clients except where it has been notified of the information for the benefit of the client (e.g. physical or mental health.)

Board Members

In order to comply with FCLT Rules and Statutory and Regulatory obligations and responsibilities, we may collect the following personal data from our Board Members:

- Name, address and full date of birth
- Current Employer and job title
- Land and property holdings within one mile of the boundary of any potential scheme the FCLT Board considers
- Your current and intended involvement in other organisations and activities including any directorships or controlling interests in other businesses and organisations

- Your skills and experience so that we can assess what contribution you can make to the Board.

The above data will be held by us for the period of your membership of the Board and for 6 years after your resignation or removal from the Board. A record of your name and period of membership will be kept indefinitely.

Community and Custodian Members

We use the personal data you provide as a member to maintain our membership database as required by law and FCLT Rules, and to service your membership such as sending newsletters (subject to your contact preferences) and notices of our Annual General Meetings. The information will be held by us for the period of your membership and for 6 years after your resignation or removal from the Share Register.

Personal Data provided by Applicants for FCLT Homes

People who are interested in applying for a home are required to complete a preliminary Expression of Interest.

Nearer the time houses are to become available they will be asked to fill in a much more detailed Application Form. Individuals will be informed as to the purpose of collecting any information from them.

If you apply for a home you will have to provide us with:

- Name, Address and Contact details
- Personal ID for all members of the household (e.g. birth certificate, passport, driving licence or similar)
- Personal data in relation to children will not be included. If you apply for a home we will need to hold a record of the children in your household (names, sexes and ages) as part of your application papers. These details will not be copied to any

other databases or shared with external agencies without your prior written or e-mailed consent, unless the law permits

- Proof of responsibility for any children in the household (e.g. Child Benefit)
- Proof of current address, for all members of the household (e.g. Utility bills etc.)
- Information and supporting evidence about your current and previous homes (Copy of Tenancy Agreement, where applicable; Completion Statement if the applicant has sold a property within the last 5 years)
- Proof of income and savings (e.g. bank statements / wage slips)
- Proof of welfare benefits
- Proof of Right to Reside in the UK.

We may also process sensitive classes of information such as physical or mental health issues when, as stated earlier, a client has requested that this is taken into account in their application.

Why do we collect your information?

The lawful basis for processing your personal information is consent. You will have been asked for your consent to the processing of your personal data for one of the specific purposes given above. This will be contractual.

Your information is used to:

- Understand and determine your housing status and needs
- To enable us to assess your housing application

- To enable us to confirm your identity when talking with you about your application

How long do we keep your information?

Successful Applicants

If your application for a home is successful and you become one of our tenants, we will hold your application papers and details of the outcome of your application for the whole of the time that you remain one of our residents (or 6 years from the allocation of the home to you, if longer) If the relationship with FCLT is of a financial nature we are required by UK Tax law to keep information for a minimum of 7 years.

Unsuccessful Applicants

If your application for a home is unsuccessful, we will let you know of the outcome and ask whether you wish us to keep your application papers for up to two years in case a home comes up for reallocation. At the end of the two-year period or within 6 months of your decision that you do not wish to stay on the waiting list, we will destroy your application papers and all electronic records of your application and keep just a record of the date of your application and your name and the fact that you were unsuccessful. If you appeal against our decision not to allocate you a home we will keep all your application papers until the date 2 years after your last communication with us.

How do we look after your information?

Our policy is to protect the confidentiality of the data we possess and contain within our systems. We will use strict procedures and security features – a combination of software and hardware devices to guard against unauthorised and malicious access.

Who do we share your information with?

We shall not share your information with other organisations – other than service providers (third parties) working on our behalf (e.g. Housing Associations) in which case your prior consent will be sought for this data sharing.

We may be required to share information with:

- Financial or other Regulatory Organisations
- Law enforcement agencies
- Local or Central Government

Data in application papers is only disclosed on a “need to know” basis to those involved in the allocation process where it is necessary for them to carry out their duties. They already have duties of confidentiality as Board Members of FCLT. Copies of application papers are printed out for the panel but are destroyed immediately after the panel meetings.

Subject Access Requests

You have a right to access and to know what information we hold about you in electronic or manual files and to request a copy in a portable format. This request must be made in writing.

Right to Erasure of Data (to be “forgotten”)

You also have a right to be forgotten. You can ask that your data be deleted, and all trace be removed if you revoke your membership and there are no statutory conditions in place.

We are not required to have an external Data Protection Officer (DPO) but have allocated responsibility for Data Protection to a designated person who will investigate and make decisions on all the above and if necessary notify any breach of GDPR to the Information Commissioner’s Office (ICO).

If you wish to contact our Data Protection Officer or make a Subject Access Request please either email clerk@fordwestsussex-pc.gov.uk or write to us at our registered address which can be found at the top of this document.