

# Privacy Notice for Discretionary Housing Payments

Updated: 06 May 2026  
Reviewed: 06 May 2026

## **The reason we use your data**

We collect, hold and use your personal data in order to assess your discretionary housing payment application. We will only collect the personal data from you we need in order to do this.

## **Why we are allowed to use your data**

We process personal data because it is necessary to comply with our legal obligations which are:

Housing Benefit Regulations 2006

Council Tax Reduction Schemes (England) Regulations 2012.

We will not be able to assess and process your application without the personal data you provide to us.

## **Purpose**

We use your personal data to assess your eligibility for Discretionary Housing Payments and to calculate any award. This helps us ensure that public funds are directed to applicants who have a genuine shortfall in their rent or who require assistance with deposits, rent in advance, or arrears.

Using this information enables us to fulfil our public duties, prevent fraud, manage public money responsibly, and support wider homelessness prevention work where appropriate.

The information you provide allows us to confirm your financial circumstances, housing costs, household composition, and any other relevant needs.

We may also verify your details against other benefits or data sources to ensure accuracy, prevent misuse of public funds, and protect against fraud.

## **Who we can share your data with**

We may share information with the following Government departments such as:

- Department of Works and Pensions
- HM Revenue and Customs

- Other Local Authorities

We may also be legally obliged to share information, with the Police and other enforcement agencies for the purposes of the prevention, investigation, detection, or prosecution of criminal offences.

We sometimes share information internally, in order to verify or confirm your personal details, to ensure our records are accurate and up-to-date. Data held by this service will only be used by other internal departments or services when we are satisfied there is a lawful basis for doing so and is considered fair.

### **When computers make any decisions about you**

Not applicable

### **How long we keep your data for**

We keep some records relating to Discretionary Housing Payments for six years from the date the claim is resolved.

Some information you provide may be destroyed as soon as 3 to six months from receipt.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us