

# Privacy Notice for Disabled Facilities Grants

Updated: 06 May 2026

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## The reason we use your data

We collect, hold and use your personal data in order:

- To use the information to process your application for grant funding and to check eligibility
- To check property ownership details on land registry
- To use your details for correspondence relating to the grant and, if successful, for the duration of the works
- To retain your details on our private sector housing and environmental health database

## What Information we collect

- Names
- Addresses
- Email addresses
- Phone numbers
- Unique identifiers

Sensitive (special category) personal data we collect

- Ethnicity
- Physical and mental health information

## Purpose

To collect your personal data in order to assess and process your application for a disabled facilities grant. We will only collect the personal data from you we need in order to make this assessment and provide this service to you.

## Who we can share your data with

We may share your personal information with:

- East Sussex Independent Living Service in order to confirm that the adaptations meet your needs and for auditing and monitoring purposes in regard to the Better Care Fund

- your appointed agent, housing association or landlord to enable them to obtain quotes and oversee completion of the works
- our finance department to record the commitment and spend against the Better Care Funding budget
- our land charge department to record any charge against the property on the local land charges register
- your appointed contractor to help arrange and complete the works
- anyone that you have appointed as acting on your behalf
- other internal services where there is a legal basis for doing so, which could include an investigation by a regulatory function such as for the detection of fraudulent receipt of benefits
- government departments/agencies such as HMRC
- the police to assist them with investigations
- customer satisfaction surveys to ensure that we are meeting our customers' expectations and to enable us to review what we could do better
- adjoining local authorities to enable them to fulfil their duties
- East Sussex County Council to enable them to fulfil their duties

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

Not applicable

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

We keep records in line with the Council Retention Schedule. This mean some records can be keep for a period of 10 years.

### **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