

## **Household Support Fund Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

Household Support Fund Scheme.

### **What Information do we need from you?**

We need to know the following about you: your name, address, telephone number, gender, email address, date of birth, National insurance number, details of other residents within your household including children and any residents of pensionable age or with a disability.

We will also process information relating to your income, benefits, work status and eligibility circumstances on your assistance needs.

We may also collect information relating to your health conditions which may be relevant to the support you require.

### **Why do we need this?**

We need this information to administer and process payments to assist eligibility for support under the household support scheme to distribute vouchers for food and fuel support. We may also contact you to signpost you to other organisations who are seeking your views of the scheme.

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

For special categories of your personal data we collect, our lawful bases are substantial public interest, and safeguarding children and individuals at risk,

### **Who will we share this with?**

The information is being provided to Leicestershire County Council from the Department of Work and Pensions (DWP).

### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK/Europe.

### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be the time required by the DWP as part of the grant conditions agreed by Leicestershire County Council.

Household Support Fund FPN. Version 1 from 17/05/2024

### **What if something changes?**

If the information you provided changes or your circumstances change, please contact Household Support Fund: [householdsupportfund@leics.gov.uk](mailto:householdsupportfund@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.

### **What else would we like to do?**

We would also like to use your data to provide you with future correspondence listing ways in which you can claim additional support and benefits to help with the cost of living. We may also contact you to signpost you to any research being undertaken in relation to the scheme.