

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 one off payments to individuals eligible to receive pension credit

What Information do we need from you?

We need to know the following about you: your name and address.

Why do we need this?

We need this information to administer and process payments to assist those in receipt of pension credit guarantee with a one-off payment.

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.

Who will we share this with?

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

I-movo/Paypoint are the data processors, who will process your information on behalf of us. I-movo/Paypoint will process your information and issue you with payments or a voucher which can be used at outlets which operate the Paypoint service.

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.

What if something changes?

If the information you provided changes or your circumstances change, please contact Household Support Fund: 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.