



**Community Benefit Society Registration No. 7201**

## **Privacy Notice**

This privacy notice tells you about how Angmering Community Land Trust collects and uses personal information for the purposes of the allocation of our affordable housing.

### **What information do we collect?**

Angmering Community Land Trust collects the following information from housing applicants and members of their household: name, date of birth, current and former addresses, phone and email contact information, financial information and your housing & support needs.

ACLT does not intend to seek or hold sensitive personal data about clients except where it has been notified of the information for the benefit of the client.

We will obtain your authority and consent to contact third party organisations and for them to disclose information to us for this purpose.

### **Why do we collect your information?**

Angmering Community Land trust uses this information to:

- Understand and determine your housing status and needs
- Assess your housing application in line with the set Criteria
- Advise Arun of met housing needs
- Ensure your needs are understood and met
- Enable us to confirm your identity when talking to you about your housing application

### **How do we keep personal information secure?**

Angmering Community Land Trust ensures that personal data is kept secure through the use of technical security measures for our IT systems and locked filing cabinets for any hard copies. We ensure that data is only disclosed on a “need to know” basis to those involved in our allocation process.

### **How long do we keep hold of personal information?**

Records will not be kept for longer than necessary and we will delete your data securely. Full information regarding retention periods for data can be found in our GDPR Policy which can be found on our website.

### **Access to personal information**

You have the right to know if Angmering Community Land Trust holds any personal information relating to you. You will usually be entitled to see all the data held about you but may not be entitled to see confidential information about other people.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk).

**Please return a copy of this letter to acknowledge receipt of this notification with the attached reply slip signed and giving your permission to hold your data.**

To Angmering Community Land Trust  
c/o Angmering Community Centre  
Foxwood Avenue  
Angmering  
BN16 4FU

I have received the Trust's Privacy Notice.

I understand the need for data to be collected and held to enable a fair assessment of our need.

Signed: ..... Print Name.....

Date .....

Review Date: September 2021