

## DATA CLANMIL CAN LEGITIMATELY REQUEST FROM TENANTS

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The following are examples of **personal data** that can be held by Clanmil during tenancy

- age
- title
- full name
- other name(s) may be known by
- marital status
- current and previous addresses
- alternative contact address
- landline/mobile phone contact details
- email address
- national insurance number
- nationality
- immigration/residential status
- ethnicity
- religious belief
- gender identification
- sexual orientation
- disability details – nature of disability, disabled access requirements
- aids and adaptations requirements
- medical information – physical and mental health
- vulnerabilities – e.g. sight, hearing impairments, drug/alcohol dependency issues
- employment status
- housing history
- household type
- economic status
- income details – wages and/or benefits
- financial commitments (expenditure and debts)
- bank details
- allowances, benefits and grants
- details of support being received or required from external agencies (name of support worker, name of external agency)
- unspent criminal convictions
- third-party authority and information (name, address, date of birth, contact details, nature of relationship to tenant)

**Clanmil can also collect personal data in the form of certain opinions and intentions, such as:**

- staff case notes on tenants, including support worker diaries
- staff opinions on tenants in neighbour nuisance cases and their intentions on how to deal with tenants in such cases

In addition, Clanmil might hold social service department case notes or information supplied by the DWP in relation to credit entitlement.

**Summary of personal data that may be collected by Clanmil directly from third parties**

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Clanmil may obtain information about the tenant(s) from a third party, which may include information from social services, mental health agencies, NIHE re housing benefit, Govt departments, money advice agencies, GPs, hospitals, support workers and/or external support services. Information obtained may include:

- details of medical conditions, both physical and psychiatric
- details of medication and/or treatment
- hospital number
- name
- address
- national insurance number
- housing benefit claim number
- income details of tenant and family members (this information can be included on housing benefit entitlement notification letters or benefit letters)
- benefit entitlement information – this may include confirmation of the amount of benefit entitlement, the periods the benefit relates to, any backdated payment of benefits and periods it relates to.
- details of child protection, care or residency arrangements
- details of tenant(s)/household members' Vulnerabilities

## Types of forms used by Clanmil

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- housing application form
- pre-tenancy assessment form
- housing interview form
- sign-up form
- equality and diversity monitoring form
- income and expenditure/financial assessment Form

## Types of documents Clanmil may obtain

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- proof of benefit letter (job seekers' allowance, employment support allowance, disability living allowance now in some instances referred to as personal independent payments)
- proof of income (wage slips, P60, child tax credit notifications)
- bank statement – for ID purposes, proof of bank account/means of receiving income or for money advice purposes
- ID, money advice purposes or income and expenditure to consider rent arrears payment arrangement
- ID and proof of residence documents for tenant and family members (passport, driving licence, visa, immigration documents)
- housing benefit entitlement notification letters
- letters from DWP notifying of universal credit application or entitlement
- letters from money advice agencies
- medical letters (GP or hospital)
- expert medical report
- letters from social services or CPN
- direct debit form

## Other information

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This is information Clanmil may obtain from the tenant(s) about a spouse, partner, children, and/or relative(s) that will be residing with the tenant at the property or may come to reside with the tenant at some stage during the tenancy:

- title
- full name
- date of birth/age
- relationship to the tenant
- medical difficulties
- disability details
- vulnerabilities
- income details (employment income and/or benefit income) – this may be obtained for the purposes of completing housing benefit entitlement calculations and/or proof to be sent to the benefit services to process a housing benefit claim.
- bank statement – for the purposes of proof of income for housing benefit claim or calculation