Community Housing Fund – Call for Information Privacy Notice

# About this notice

This privacy notice explains how we collect, use and protect your personal data; and also the rights you have with regards to that data.

This notice applies to the processing of your personal data through the Community Housing Fund call for information consultation only.

# Who we are

Homes England is the trading name adopted by the Homes and Communities Agency, our legal entity.

We are the data controller of the personal data processed. This means that we are responsible for deciding how we collect, use and store your personal data.

# Information we collect

Homes England collects personal data about you when you complete and submit the call for information proforma.

We collect, store and use the following categories of personal data:

* Contact details (Name, email address and phone number)

# How we process your information

We use the personal data stated above for the following purposes:

* to contact individuals for the purpose of providing further information on the Community Housing Fund.

# What lawful basis do we have to process your personal data?

We will only use your personal data when the law allows us to. This is called the lawful basis. In regards to the above purposes, we rely on the following lawful basis:

* Consent

You are able to withdraw your consent at any time by contacting the Community Housing Fund team: [communityhousingfund@homesengland.gov.uk](mailto:communityhousingfund@homesengland.gov.uk)

You can also contact Homes England’s Data Protection Officer using the details providing below.

# Who is the information shared with?

Homes England will only share your personal data with your consent. If you have provided consent, personal data will be shared with one or all of the parties listed below:

* National Community Land Trusts Network;
* The Confederation of Co-operative Housing
* Locality; and
* The UK Cohousing Network

Homes England may also share some of the details provided in your response to the Ministry of Housing, Communities and Local Government (MHCLG). No personal data provided will be shared with MHCLG.

# Where is your personal data stored and processed?

All personal data collected is stored and processed by Homes England (as the data controller) within the European Economic Area (EEA).

# How long do we keep your personal data?

Personal data will be stored by Homes England for as long as your consent is still valid.

# Your rights

Under data protection legislation, in certain circumstances you have the following rights over the processing of your personal data as described in this notice:

* right to withdraw consent;
* right of access to personal data;
* right to correction or rectification;
* right to request deletion; and
* right to data portability.

Homes England must respond to a request to exercise these rights within one month. If you would like to submit a request, please contact the data protection officer.

# Data Protection Officer

The contact details for our data protection officer are as follows:

By post: For the attention of the Data Protection Officer, Homes England, Windsor House, 50 Victoria Street, London , SW1H 0TL

By email: [DPO@homesengland.gov.uk](mailto:DPO@homesengland.gov.uk)

By Phone: 0300 1234 500

# Compaints

If you are unhappy with any aspect of this privacy notice, or how your personal data is being processed, please contact our data protection officer.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>