

# OCCUPANT

This section will detail what personal information we collect about you and use if you are an occupant in one of our properties.

## What personal data will we collect?

**"Identity Data"** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, nationality and gender.

**"Contact Data"** includes correspondence address, email address and telephone numbers, and previous address data.

**"Language Data"** include information about your language needs

**"Financial Data"** includes bank account and payment card details.

**"Eviction Data"** details around any previous eviction.

**"Reference Data"** details received from a referee provided

**"Relationship Data"** details of relationship with other tenant

## What special categories of personal data will we collect?

Health data, for example, medical conditions and whether any member of the household is pregnant

Details of any disability or vulnerability

Details of any previous harassment

Details of criminal convictions and/or anti social behaviour

Details of ethnicity

## What will we use your personal data for?

If you are an occupant in one of our properties let to a tenant we will use your categories of personal data and sensitive personal data set out above in order to provide and ensure our accommodation services are appropriate for both the tenant and you as the occupant.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
<p>To register and manage a tenancy agreement for a tenancy where you will be an occupant</p>	<p><b>Personal Data</b></p> <ul style="list-style-type: none"> <li>(a) Identity data</li> <li>(b) Contact data</li> <li>(c) Language data</li> <li>(d) Eviction data</li> <li>(e) Reference data</li> <li>(f) Financial data</li> <li>(g) Relationship data</li> </ul>	<p>It is necessary for the legitimate interests of us in order to assess the suitability of the accommodation, provide you and the main tenant and with appropriate accommodation, and access and provide appropriate support.</p> <p>In certain circumstances we will process the personal data in order to comply with our legal and regulatory obligations (such as in relation to fraud and universal credit), and acting in the public interest</p>
	<p><b>Special categories of data</b></p> <ul style="list-style-type: none"> <li>(a) Health Data</li> <li>(b) Immigration status</li> <li>(c) Harassment Data</li> <li>(d) Eviction data</li> <li>(e) Criminal Data</li> <li>(f) Disability and vulnerability data</li> <li>(g) Anti-social behaviour data</li> <li>Ethnicity</li> </ul>	<p>We minimise our holding and use of sensitive categories of personal information but, given the services we provide, there are times when we use it to ensure that we understand your needs (for example when providing accommodation for disabled persons, or persons with risks relating to medical conditions, harassment or in relation to criminal activity and safeguarding) and in order to help you access care services.</p> <p>We will usually be processing this information to allow us to comply with our legal obligations, act in the substantial public interest in relation to the services we provide, to provide you with social care, or to deal with any legal action. There may be times where we need to ask you for</p>

		your consent to use this type of personal information, in which case we will always notify you and make this clear.
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Please contact the office for a full version of the Steve Biko Housing Association Privacy Notice on 0151 734 4933 or email [admin@stevebikoha.org](mailto:admin@stevebikoha.org)