

## **STOCK CONDITION SURVEY PRIVACY NOTICE**

At NPH we are committed to protecting and respecting your privacy.

This privacy notice is designed to help you understand how and why Northamptonshire Partnership Homes (NPH) processes your personal data. This notice should be read in conjunction with the NPH Corporate Privacy Statement ([Link](#))

### **Who are we?**

NPH is a 'data controller' as defined by Article 4(7) of the UK General Data Protection Regulation (UK GDPR) and is registered with the Information Commissioner's Office (Reference ZA092170). NPH is the data controllers for purposes of managing personal data we hold associated with carrying out Stock Condition Surveys on the West Northamptonshire Council's housing stock managed by NPH.

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

We will use your name and contact details from our tenant records to enable us to arrange visits to your property to carry out the survey/ inspection. During the survey we do not collect personal information about you, the report will focus on the property and will not contain any personal information.

### **How do we collect this information?**

For the processing to which this notice relates to be carried out, we collect the following information:

Data for the Stock Condition Survey is taken from:

- Experian
- Ordnance Survey (OS) data
- Energy Performance Certificate (EPC) data
- Property safety records

The following datasets, which contain information about properties and not the people living in the properties:

- NPH property records (UPRN and address data)
- Benefits Data (housing benefit and/or council tax reductions)
- HMO Data (mandatory licensable and non-licensable)
- Housing Enforcement records

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

NPH has a duty to ensure we meet the Government's published Decent Homes Standards for all our properties. In order to establish which properties do not meet the standard regular Stock Condition Surveys must be carried out.

Using your name and contact information from our tenant records we will contact you in writing to inform you your property is due to have a Stock Condition Survey. Our approved contractor who will be undertaking the survey will contact you in order to arrange a convenient time for the survey visit.

The information will be used to understand the likely condition of the stock. The information won't be about you; it will be about the condition of the property. The survey will enable us to identify targets for energy efficiency improvements or other forms of intervention, such as mitigating Housing Health and Safety Rating System (HHSRS) hazards

## **Our Legal Basis for processing your information**

The legal basis is lawful obligation because from 1 April 2024, the Regulator of Social Housing (RSH) requires landlords to have an accurate, up-to-date, and evidence-based understanding of the condition of all their properties.

The enabling legislation is the Social Housing (Regulation) Act 2023

## **Who we share the information with?**

We will share your information (name and contact details) with our approved third party contractor in order for them to carry out the Stock Condition Survey on our behalf.

## **Where will we store your personal information and who will have access to this?**

All the information we receive from you is stored confidentially and securely in our systems, with access controls applied and only staff with a business need permitted to seeing your information.

## **How long will your information be kept?**

We'll securely delete personal information from the survey record immediately after uploading the survey property information onto our housing management system. No personal information will be retained with these records.