



St Luke's Housing Society Limited – Useful Information Fair Processing Statement

St Luke's Housing Society is a provider of sheltered housing. In order to allocate housing and then provide housing management and support services we need to collect and process personal data on our applicants and tenants. We will comply with the GDPR principles for processing personal data, which are:

Lawfulness, fairness and transparency

We gather and use personal data in a way that is legal, fair and understandable. You have the right to know what is being gathered and have this corrected or removed if incorrect. You have the right to review the personal data we hold on you by making a 'subject access request' to the General Manager.

Purpose limitation

We only use data for a legitimate purpose specified at the time of collection. We will not share the data we hold with third parties, without permission, unless there is a clear legal basis to do so.

Data minimisation

We only collect data to carry out our function as a provider of sheltered housing. We use personal data to assess eligibility for housing, provide support, housing management and repairs services, assist you in the event of emergencies, and ensure fair treatment.

Accuracy

We ensure that the personal data we hold is accurate and kept up to date. If it is no longer accurate, it is corrected or deleted.

Storage limitation

We only keep personal data for as long as is necessary and use guidelines issued by the National Federation of Housing Associations to help us determine this.

Integrity and confidentiality

We hold personal data in a safe and secure way and take all reasonable steps to ensure the security of this information and avoid accidental loss, misuse or destruction.