



Register of data controllers

Entry details

Organisation name : Keniston Housing Association

Registration reference : Z5592620

Date registered : 21 August 2001

Registration expires : 20 August 2018

Organisation Address

13 Artington Close
Farnborough
Kent
BR6 7UL

Nature of work description

Nature of work - Provision of social housing

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide social housing accommodation and services which include:

- letting, renting and leasing properties
- administering waiting lists
- carrying out research and surveys
- administering housing and property grants
- providing associated welfare services, advice and support
- maintaining our accounts and records
- supporting and managing our employees, agents, and contractors
- providing maintenance & repair services

We also process personal information using CCTV systems to monitor and collect visual images for the purpose of security and the prevention and detection of crime.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- goods and services
- supplier details
- financial details
- lifestyle and social circumstances
- complaints
- education and employment details
- health, safety and security details
- visual images, personal appearance and conduct

We also process sensitive classes of information that may include:

- physical or mental health details
- sexual life
- trade union membership
- offences and alleged offences
- criminal proceedings, outcomes and sentences
- racial or ethnic origin
- religious or other beliefs of a similar nature
- age
- gender
- marital status

Who the information is processed about

We process personal information about:

- tenants, leaseholders and residents
- applicants for accommodation which include their families and households
- asylum seekers
- business associates
- landlords
- consultants and professional advisers
- survey respondents
- employees, applicants for employment and self-employed contractors
- offenders and suspected offenders including parties subject to reported complaints
- complainants and enquirers
- suppliers and service providers
- people captured by CCTV images
- board members and applicants for board member positions

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- current, past or prospective employers
- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- suppliers and service providers
- financial organisations
- central government
- auditors
- survey and research organisations
- other housing associations or trusts
- trade unions and associations
- health authorities
- enquirers and complainants
- security organisations
- health and social welfare organisations
- professional advisers, consultants and solicitors
- solicitors
- probation services
- charities and voluntary organisations
- emergency services
- courts and tribunals
- professional bodies
- employment and recruitment agencies
- credit reference agencies
- debt collection agencies
- landlords
- press and the media
- the regulator of social housing
- local authorities

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

This data controller also processes personal data which are exempt from notification.

End of Report