

## Essential Living Fund (ELF) Privacy Notice

The council collect personal information about you to assess and determine your eligibility to the Essential Living Fund Scheme which provides local welfare provision.

We require the information to assess and determine your application made by you or a representative, as part of the application process. The legal basis for this is to perform a task in the public interest that is set out in law. The law we rely on is the Welfare Reform Act 2012.

In some circumstances we collect special category data about your health, disabilities and family circumstances. We have a legal basis of substantial public interest to process this information for these purposes.

The data collected is:

- Customers name
- Contact details
- Date of birth
- National Insurance Number
- Statement of reason for accessing the fund.
- Financial information.

If you don't provide the information, we will not be able to assess your eligibility to the scheme or make an award.

We will make a decision on whether to award your application based on your eligibility, and your level of priority. This will not be automated.

We will check some of the information with other sources therefore the information you provide here is likely to be shared. This is to ensure the information you have provided is accurate or to establish if there is further benefit or support that could be provided to you. The amount of information shared will be the minimum required.

The remainder of the privacy notice detailing how long we will keep your information for, your rights and who to seek more guidance from can be found in the wider Housing Benefit's Privacy Notice on our website [here](#),



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)