

## **About your data**

As you become involved with the WCHG Financial Inclusion Team, you will be asked to provide some personal information to enable us to advise you fully.

You will be asked to provide your:

- Name, address, postcode, date of birth and National insurance Number.
- Contact details (this could be your telephone and /or email, this is needed so we can contact you about the progress of your case)
- Your household income details, as this enables us to check you are getting your full benefit entitlement.
- Medical information such as details of any diagnoses and GP or Consultant letters, if this is relevant to your benefit or debt case.

## **Storing your information**

Your data will only be used for the purposes of progressing your benefit or debt case. Your data will be kept for a period of up to 6 years after your case is closed for audit purposes only.

Should you wish to withdraw permission for the use of your data, you can do this at any time and your information will be deleted from our systems.

## **Sharing your information**

WCHG will not share any personal data with any other third parties, except with your agreement in order to pursue your benefit or debt case.

## **Further information**

For further information on how your personal data will be handled, and your rights, please visit [www.wchg.org.uk/privacy-notice/](http://www.wchg.org.uk/privacy-notice/) or contact the Data Protection Officer at Wythenshawe Community Housing Group, Wythenshawe House, 8 Poundswick Lane, Wythenshawe, Manchester M22 9TA or [information.management@wchg.org.uk](mailto:information.management@wchg.org.uk).