















	HOUSING BENEFIT OVERPAYMENTS	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	To raise invoices for overpaid Housing Benefit, collect overpayments and recoup money from on-going benefit		
What is the legal basis for us collecting your information?	Housing Benefit Regulations 2006 for the protection of the public purse		
What information do we collect about you?	Name, Address, bank account, contact details, employer details, state benefits		
Who do we share the information with?	Other Council departments, multiple Government Departments such as The Department of Work and Pensions and HMCTS, the Police, advice agencies and landlords where allowed to by law		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	Current year plus 6 years		
Who do we collect information from?	We collect info from landlords, Adult services, appointees, Gloucestershire County Council, Department of Work and Pensions, HMRC, other Local Authorities, Enforcement agents, advice agencies		
What are the consequences if we don't collect the data?	We will be unable to invoice the correct liable persons ultimately with a loss of revenue to the Council		
Are any decision about you made by automatic means?	The calculation of the overpayment at the time of cancelling the claim is generated by software but assessed by the Benefit Officer. On-going benefit deductions, for the progression of recovery is based on predetermined levels	