

# Gloucestershire Housing Partnership

## Rough Sleeping Snapshot Census 2024

### Privacy notice for people responding to the census



#### 1. Your Privacy

This leaflet explains how and why we collect and use the information asked of you in this survey. Taking part in the census survey is entirely voluntary.

All local authorities are required to submit an annual figure indicating the numbers of people sleeping rough in their area to the Ministry for Housing, Communities and Local Government (MHCLG). This methodology enables us to collect information on which to base our estimate.

Gloucester City Council are the lead authority in its capacity as the host Local Authority for the Gloucestershire Housing Partnership Team (acting on behalf of the six Gloucestershire Tier 2 Local Authorities) to conduct the Rough Sleeping Snapshot Census.

Gloucester City Council are 'data controllers' for the data collected through the survey. If you have any questions about how we handle the information from this survey, please email [chris.amies@gloucester.gov.uk](mailto:chris.amies@gloucester.gov.uk)

#### 2. What kind of information we will ask for?

This survey asks for information about your circumstances to gain an understanding of the experiences of rough sleepers in Gloucestershire.

Participating in this survey is entirely voluntary, and if you do take part, you do not have to answer all the questions if there is information you would prefer not to give to us.

How will we use this information?

What you tell us will only be used for the purpose of researching homelessness. The worker or volunteer conducting this survey will submit the information for the purposes of the survey and no other use will be made of it. The information will be shared with the Local Authority and partners verbally in a meeting or by email using a password encrypted file. The local authority will use this information to arrive at a single figure and aggregated demographic data and discard the information subsequently.

#### 3. Will this be shared with others?

The information provided in this survey comes directly to us at Gloucestershire Housing Partnership. We will then check the data to make sure it contains no identifying information before sending the pseudonymised information to appointed researchers who will produce a report. The data will be considered pseudonymised once any personal or identifying information has been removed.



The report will present the information as statistics, and it will be impossible for you to be identified. We will also let the local authorities know about the findings in your county, but the information provided to them will be statistics and you won't be identifiable.

#### **4. Our lawful basis for using your information**

We are conducting this survey based on legitimate interest and because there is a substantial public interest in conducting research to improve the understanding of the experiences of people who are rough sleeping in Gloucestershire.

#### **5. How long do we hold on to your information?**

We will check the information and remove anything that may directly identify you within 30 days. We will hold on to the remaining data for a minimum of 2 years from the date you completed this survey, but we may extend this period if needed for further research.

#### **6. Your information rights**

It is very unlikely that we will be able to identify you from your survey responses. In some rare cases, however, this may be possible, for example if your situation is particularly unique, and with your help. If this is the case, under some circumstances, by law, you have the right to:

- Request access to your personal data (also known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you.
- Ask us to correct personal data if it's inaccurate.
- Ask us to erase your personal data from our files and systems but only where there is no good reason for us continuing to hold it.
- Object to us using your personal data for this purpose.
- Ask us to restrict or suspend the use of your personal data, for example if you want to stop us from deleting it.
- Ask us to transfer your personal data to another person or organisation.

If you want to do any of the above or have any questions relating to this survey, please email Gloucester City Council via the address below.

You can also make a complaint at any time to the Data Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Email: [chris.amies@gloucester.gov.uk](mailto:chris.amies@gloucester.gov.uk)

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