

DATA SHARING AGREEMENT

[CORE DATA PROVIDER ORGANISATION] AND MINISTRY FOR HOUSING COMMUNITIES AND LOCAL GOVERNMENT

THIS AGREEMENT is made the [XX] day of [XX] 2018

BETWEEN

1) **[CORE DATA PROVIDER ORGANISATION]** of [full address] (“**CORE Data Provider**”)

and

2) **THE MINISTRY FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT** of 2
Marsham Street, London, SW1P 4DF (“**MHCLG**”)

1. BACKGROUND

- 1.1. The Ministry for Housing, Communities and Local Government (MHCLG) collect data on social housing lettings and sales via CORE (COntinuous REcording of social housing lettings and sales) for statistical purposes.
- 1.2. The purpose of this Agreement is to describe the duties of CORE data providers as data processors of CORE data for MHCLG and to formalise the arrangement established to share the data between MHCLG and data providers where data providers become data controllers themselves.
- 1.3. Data providers and MHCLG will each be responsible for compliance with the Data Protection Principles under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR) coming to effect in May 2018. This legislation provides a framework for compliance with the Data Protection Principles and the Information Commissioner’s Code of Practice on Data Sharing.
- 1.4. MHCLG shall only be able to collect data from and share data with CORE data providers that have signed this data sharing agreement.
- 1.5. There are occasions when MHCLG may instruct a third party to carry out analysis on the CORE dataset on their behalf but these arrangements are not covered by this data sharing agreement.

IT IS NOW AGREED as follows:

2. DEFINITIONS AND INTERPRETATION

- 2.1. In this Agreement the following words and phrases shall have the following meanings, unless expressly stated to the contrary:

“**Act**” means the Data Protection Act 2018;

“Authorised Representatives” means the nominated lead officer representing each of the parties with delegated authority to handle the day-to-day matters arising from this Agreement;

“Data Subject” means social housing lettings tenants and participants in discounted sales where their data is reported via the CORE system.

“Data Controller” has the meaning in Article 4(7) of the GDPR and section 5 of the Act. MHCLG will be data controller for the data supplied by CORE data providers. CORE data providers will be CORE data controllers once they access the data processed by MHCLG via the CORE system and will be responsible for any further use.

“Data Processor” has the meaning in Article 4(8) of the GDPR. CORE data providers are data processors as they gather the data on behalf of MHCLG and submit via the CORE system.

“Data Protection Legislation” means the Data Protection Act 2018 and all applicable laws and regulations relating to the processing of personal data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner; it includes the EU General Data Protection Regulation (GDPR) coming to effect in May 2018.

“Data” means the data supplied by the CORE data providers via the CORE system and the data that is calculated or derived via the CORE system based on that initial data;

“GDPR” means the new EU General Data Protection Regulation that comes into effect in May 2018

“Parties” means the parties to this Agreement, namely MHCLG and the CORE data providers. CORE data providers include social housing providers and managing organisations that provide data on behalf of the social housing providers.

“Personal Data” has the meaning in Article 4(1) of the GDPR.

“Processing” has the meaning in Article 4(2) of the GDPR

“Request for Information” means a request for information or a request under the Freedom of Information Act 2000.

In this Agreement:

- a) the masculine includes the feminine and neuter;
- b) person means a natural person;
- c) the singular includes the plural and vice versa;
- d) a reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended by any subsequent statute, enactment, order, regulation or instrument or as contained in any subsequent re-enactment.

2.2. Headings are included in this Agreement for ease of reference only and shall not affect the interpretation or construction of this Agreement.

2.3. References in this Agreement to Clauses, Paragraphs and Annexes are, unless otherwise provided, references to the Clauses, Paragraphs and Annexes of this Agreement.

2.4. In the event and to the extent only of any conflict or inconsistency between the provisions of this Agreement and the provisions of any document referred to or referenced herein, the provisions of this Agreement shall prevail.

3. COMMENCEMENT AND TERM

3.1. This Agreement shall commence upon signature by the Parties and shall continue in effect whilst the CORE data collection remains live, in accordance with the requirements of this Agreement unless otherwise subject to earlier termination in accordance with Clause 15.

3.2. The Parties may, by mutual consent in writing, agree to amend this agreement.

4. PURPOSE AND SCOPE OF DATA COLLECTION VIA CORE

4.1. CORE (COntinuous Recording of social housing lettings and sales) is a national information source funded by the Ministry of Housing, Communities and Local Government that records information on the characteristics of both Private Registered Providers' and Local Authorities' new social housing tenants and the homes they rent and buy. Private social housing providers need to register with the Homes and Communities Agency (HCA) before registering with MHCLG's CORE website. Since October 2015 the CORE data collection system has been managed by MHCLG.

4.2. The CORE dataset includes information on the letting or sale, type of tenancy or sale, rents and charges, demographic information about the tenant/buyer and other information related to the tenants/buyers themselves (e.g. source of referral, route into housing, whether they are on benefits, income).

4.3. The data in the CORE dataset is considered personal data because individuals could be easily identified. The dataset does not contain direct personal identifiers but when taken as a whole the data allows social housing tenants to be identified. This is because the dataset contains information such as UPRN (Unique Property Reference Number), which allows properties to be uniquely identified, or full postcode data.

4.4. The dataset also contains information which is very sensitive, and which in some cases is "special category" personal data for the purposes of the GDPR, and if disclosed could cause considerable distress to the data subject, for example it indicates whether the social housing tenant has been in prison or probation or referred by a mental health institution; or whether anyone in the household has suffered from domestic abuse or hate crime.

5. ROLE OF CORE DATA PROVIDERS AS DATA PROCESSORS

- 5.1. Local authorities and CORE data providers need to submit information for the tenancy, the tenants and the property each time there is a new social housing letting or sale. The data collection covers general needs and supported housing lettings. Since April 2012, both local authorities and private registered providers report their affordable rent lettings as well as their social rent lettings and, from April 2017, rent-to-buy lettings are also included.
- 5.2. In order to be compliant with the new GDPR coming into effect in May 2018 all data subjects (social housing tenants and buyers) from the CORE dataset need to be informed of how their data will be processed and used, and to comply with their right to be informed the data controller must provide them with at least the minimum amount of prescribed information about that. This applies to new data collected and data previously collected that is still being held and in use.
- 5.3. MHCLG has set the information that needs to be provided to CORE data subjects in the privacy notice in **Annex 1** of this agreement. MHCLG has modified the CORE website to include a box where CORE data collectors must confirm that the tenants have seen the privacy notice before being able to submit any new data. In the case of using the bulk upload functionality, a similar box will ask the CORE data provider to confirm that all data subjects of the submitted records have seen the privacy notice.
- 5.4. MHCLG understands that it is practically impossible to share the privacy notice with the data subjects of data already submitted by contacting them individually. Instead, CORE data providers shall make the privacy notice in **Annex 2** available to all their social housing tenants via a method of communication to be determined locally which is proportionate in meeting their right to be informed. By signing this data sharing agreement CORE data providers confirm that they will share the privacy notice in Annex 2 with all their current social housing tenants.

6. LEGAL BASIS FOR DATA SHARING

- 6.1. CORE provides MHCLG with an essential evidence base for monitoring and developing government policy, in particular to assess who is accessing social housing and their associated tenancy and property details. It is necessary therefore that the personal data that forms the CORE data is processed for that purpose.
- 6.2. Any processing of personal data must be in accordance with the data protection principles in Article 5 of the GDPR. The processing must have a lawful basis which, in this case, is that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority and therefore meets the condition at Article 6(1)(e) of the GDPR, and as clarified by section 7 of the Act which includes within this definition processing that is necessary for a function of the Crown, a Minister of the Crown or a government department.

- 6.3. To the extent that some of the CORE personal data is “special category” for the purposes of the GDPR then processing of the personal data is prohibited unless a condition at Article 9 is satisfied. In this case the relevant condition is that at Article 9(2)(g) on the basis that the processing is necessary for reasons of substantial public interest, and as clarified in section 9(3) and Schedule 1, Part 2 of the Act as an appropriate policy document is in place covering the processing and that the processing is again necessary for a function of the Crown, a Minister of the Crown or a government department in accordance with the condition at paragraph 6(2) of Schedule 1, Part 2.
- 6.4. Article 10 of the GDPR requires that the processing of any criminal convictions and offences data shall be carried out only under control of official authority or when the processing is authorised in law. In this case section 9(5) of the Act provides that this requirement is met by the processing being necessary by virtue of the same condition at Schedule 1, Part 2.
- 6.5. The data submitted and processed is made available to the data providers registered in the system for further use to encourage use of available evidence to assess housing requirements. CORE data providers can only access CORE personal data that has been submitted by their organisation.
- 6.6. From the point where they access the data the data providers become data controllers themselves and are responsible for any further use of the data, including linking it with other available data. If they wish to request a third party to carry out analysis on their behalf they should make proper data sharing arrangements but these arrangements are not covered by this data sharing agreement.

7. USE OF DATA

- 7.1. The Parties understand that the CORE data submitted via the CORE data collection and accessed via the same system is being used for research and analytical purposes only and cannot be used for any other purpose, such as making decisions in relation to specific individuals.

8. SECURITY OF DATA TRANSFER

- 8.1. The security of the CORE data collection system is compliant with Government security standards (<https://core.communities.gov.uk/public/index.html>).
- 8.2. All parts of the CORE website where an individual’s letting/sale data is submitted or downloaded are only accessible via login and passwords. The CORE system does have hierarchies in place to ensure that data providers and users can only submit or download data for the organisations they are associated with.
- 8.3. Data providers will be able to access the CORE personal data they submitted right after it is validated by the system; but can only access processed data from MHCLG

after MHCLG has published the data. MHCLG will make the data available to data providers as soon as possible via the system.

8.4. CORE team members in MHCLG and TSO as developers/maintenance contractors have access to all parts of the website, including data. There is a separate contract with TSO that covers their handling of the data. All CORE staff that have access to the data has had training on how to handle personal data.

8.5. All work carried out by MHCLG will follow appropriate security measures and procedures to ensure the protection of the data.

9. PROTECTION OF PERSONAL DATA

9.1. CORE data providers and MHCLG agree that they shall

- a) process the Personal Data only as set out in this Agreement;
- b) process the Personal Data only to the extent, and in such manner, as is necessary for the submission of CORE data;
- c) comply with obligations of the Data Protection Act and GDPR and in particular implement appropriate technical and organisational measures to protect the Personal Data against unauthorised or unlawful Processing and against accidental loss, destruction, damage, alteration or disclosure. These measures shall ensure a level of security appropriate to the harm which might result from any unauthorised or unlawful Processing, accidental loss, destruction or damage to the Personal Data and having regard to the nature of the Personal Data which is to be protected;
- d) take reasonable steps to ensure the reliability of any personnel who have access to the Personal Data. Data providers will ensure such personnel will be: a limited number of analysts assigned to the data collection. The Data will be stored in a secure environment with limited access;
- e) obtain prior written consent from MHCLG in order to transfer the Personal Data to any sub-contractor or other third party;
- f) take reasonable steps to ensure the reliability of any Data Recipient Personnel who have access to the Personal Data. Ensure that all Personnel required to process the Personal Data are informed of their obligations under this Agreement with regard to the security and protection of Personal Data and that those obligations are complied with;
- g) ensure that no Personnel publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by MHCLG.

9.2. The data providers and MHCLG shall comply at all times with the Data Protection Legislation and shall ensure that they each perform their obligations under this agreement in full compliance with the Data Protection Legislation and any other applicable law, in particular the Human Rights Act 1998 and the common law duty of confidentiality.

9.3. CORE data providers shall store the data provided via CORE securely at all time.

9.4. CORE data providers should limit access to the Data to a small number of individuals who can be named on request. CORE access is limited to registered users only via password, but it is the responsibility of the CORE data providers to ensure that all individuals granted access to the datasets should be briefed on the legal requirements around handling and storing the Data from CORE.

10. FREEDOM OF INFORMATION

10.1. MHCLG acknowledges that CORE data providers that are or act on behalf of local authorities may be subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with them to enable them to comply with their Information disclosure requirements.

11. DISCLOSURE PROTECTION

11.1. Techniques for aggregation and disclosure protection, as part of the output of the Project, will be in accordance with the rules set out below.

- a) Tables that contain very small sample numbers in some cells may be disclosive. CORE data providers will ensure that when they use the data accessed via the CORE system they do not report numbers or percentages in cells based on less than three cases. Cells based on less than three cases should be combined with other cells or, where this is not appropriate, the figures will not be reported and cells will be marked in a way to indicate small numbers.
- b) Tabular outputs will be for the lowest level of geography for which a useful output, subject to (a), can be produced.
- c) Although most outputs from models or other statistical analysis will not be disclosive, CORE data providers will ensure that persons, households or organisations cannot be identified. In particular, results based on very small numbers, should be avoided. Any output that refers to unit records, e.g. a maximum or minimum value, should be avoided. Models should not report actual values for residuals.
- d) Graphical outputs should be based on non-disclosive information. CORE data providers will take particular care not to report extreme outliers.
- e) Some of the information accessible via the CORE system is very sensitive and special care must be taken in reporting information on those variables. Please see **Annex 3** for those categories that are considered particularly sensitive and for MHCLG recommendations on how to protect it to avoid disclosure of personal data. If the above measures are not taken, publication of such information should be done only at aggregate regional level.

12. RETENTION AND DESTRUCTION OF DATA

12.1. CORE data providers may retain a version of the dataset as long as it is deemed necessary to support social housing policy. After the Data has been destroyed, CORE data providers will need to sign a declaration to confirm that the Data and all copies of the Data have been destroyed to the government standards for secure and complete destruction.

13. LOSS OR UNAUTHORISED RELEASE

13.1. CORE data providers will report to MHCLG any loss or unauthorised release of the Data as soon as possible and no later than 24 hours after the loss or unauthorised release is identified.

13.2. CORE data providers and MHCLG acknowledge that any loss or unauthorised release of the Data can be treated as valid grounds for immediately terminating this agreement by MHCLG.

13.3. Any loss or unauthorised release of the Data by CORE data providers will need to be investigated by MHCLG. Existing departmental data incident processes and reporting will be utilised.

14. AUTHORISED REPRESENTATIVES

14.1. CORE data providers and MHCLG will each appoint an Authorised Representative to be the primary point of contact in all day-to-day matters relating to this Agreement:

14.2. **For [the Data Provider]:**

Name:

Postal Address:

E-mail address:

Telephone number:

14.3. For **MHCLG**:

Name: Yolanda Ruiz

Postal Address: South-west section, 4th Floor, Fry Building, 2 Marsham Street, London, SW1P 4DF

E-mail address: yolanda.ruiz@communities.gsi.gov.uk

Telephone number: 0303 444 2198

15. PRODUCTS AND PUBLICATIONS

15.1. The Data potentially allows for persons to be identified, although the risk of this happening should be minimised by the steps taken in clause 10. CORE data providers should agree to carry out a thorough check of the Data and ensure that all steps are taken within its powers to minimise the risk that any outputs lead to identification of a person by a third party.

16. DISPUTE RESOLUTION

16.1. Any disputes arising concerning this Agreement will be resolved initially by discussions between the Authorised Representatives of the CORE data providers and MHCLG.

16.2. If the dispute cannot be resolved amicably between the Authorised Representatives then the matter will be escalated to: for the CORE data providers: **the Chief Executive**; and for MHCLG: the Deputy Director of the Data, Analytics and Statistics Division.

17. TERMINATION

17.1. Any Party may terminate this Agreement upon one month's written notice to the other.

17.2. Any Party may terminate this Agreement with immediate effect in the event of a material breach of its obligations by the other Party to this Agreement.

18. STATUTORY COMPLIANCE

18.1. The Parties shall comply with all relevant legislation, regulations, orders, statutory instruments and any amendments or re-enactments thereof from the commencement of this agreement.

AS WITNESS of which the parties have set their hands on the day and year first above written

SIGNED for and on behalf of

[JOB TITLE OF AN OFFICER WITH APPROPRIATE DELEGATED AUTHORITY]

FOR [CORE DATA PROVIDER NAME]

By:

Name:

Title:

SIGNED for and on behalf of

THE DEPUTY DIRECTOR

**of THE DATA, ANALYTICS & STATISTICS in the MINISTRY FOR HOUSING,
COMMUNITIES AND LOCAL GOVERNMENT**

By:



Name: Sandra Tudor
Title: Deputy Director



Ministry of Housing,
Communities &
Local Government

COntinuous REcording of Social Housing lettings and Sales (CORE)

Information for tenants of new social housing
lettings or sales

HOW ARE WE USING YOUR INFORMATION?



If your household has entered a new social housing tenancy, social housing providers will share your personal information with the Ministry of Housing, Communities & Local Government for research and statistical purposes.

HOW IS THIS INFORMATION PROVIDED?



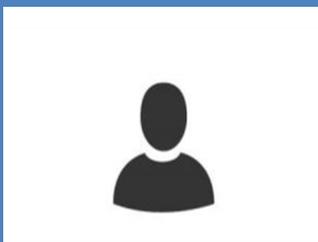
The information is provided via CORE (COntinuous REcording), a website funded and managed by MHCLG. It collects information on the tenants/buyers, tenancy/sale and dwelling itself. Some of this information is personal and sensitive so MHCLG is responsible for ensuring that all data is processed in line with Data Protection legislation.

WHY ARE WE SHARING THIS INFORMATION?



Information collected via CORE is shared with other Government Departments and Agencies. Data is shared with the Greater London Authority and the Homes and Communities Agency. CORE data providers can also access data for their organisations via the CORE system. Data is only shared for research and statistical purposes.

HOW DOES THIS AFFECT YOU?



It will not affect your benefits, services or treatments that you get. The information shared is anonymous and handled with care in accordance with the law. We are collecting and sharing your information to help us understand better the social housing market and inform social housing policy.

IF YOU WANT TO KNOW MORE...

CORE Data is collected on behalf of the Ministry of Housing, Communities and Local Government (MHCLG) for research and statistical purposes only. Data providers do not require the consent of tenants to provide the information but tenants have the right to know how and for what purpose your data is being collected, held and use. The processing must have a lawful basis which, in this case, is that the processing is necessary for the performance of a task carried out in the public interest to meet a function of the Crown, a Minister of the Crown or a government department.

You have the right to object and you have the right to obtain confirmation that your data is being processed, and to access your personal data. You also have the right to have any incorrect personal data corrected.

The information collected via CORE relates to your tenancy, the dwelling you are living in or buying, and your household. Some of the information may have been provided by you as a tenant when signing the new tenancy or buying your property; other has been gathered from the housing management systems of social housing providers. Data collected will be held for as long as necessary for research and statistical purposes. When no longer needed, data will be destroyed in a safe manner.

We are aware that some of the data collected is particularly sensitive: ethnic group; previous tenure in hospital or prison/approved probation hostel support; if household left last settled home because discharged from prison/ long stay hospital/ other institution; or if source of referral is probation/ prison, youth offending team, community mental health team or health service. Please rest assured that all the information collected via CORE is treated in accordance with Data Protection requirements and guidelines.

Data is published by MHCLG in aggregate form on an annual basis as part of a report and complementary tables. To access the annual publications on lettings please visit <https://www.gov.uk/government/collections/rents-lettings-and-tenancies>; To see the publications on sales please visit <https://www.gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers>

CORE data is shared with other public sector bodies for research and statistical purposes only. For example, data is shared with Homes and Communities Agency and the Greater London Authority to allow them to exercise their role in providing adequate social housing. The detail level data is anonymised and protected to minimise the risk of identification and deposited with the UK Data Archive for research purposes.

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Department Data Protection Officer at: dataprotection@communities.gsi.gov.uk and if you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns/>



Ministry of Housing,
Communities &
Local Government

COntinuous REcording of Social Housing lettings and Sales (CORE)

Information for all social housing tenants

HOW ARE WE USING YOUR INFORMATION?



If your household has entered a new social housing tenancy after 1989, social housing providers would have shared your personal information with the Government for research and statistical purposes.

HOW IS THIS INFORMATION PROVIDED?



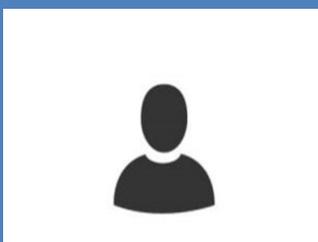
The information is provided via CORE (COntinuous REcording). CORE was set up in 1989 and initially only recorded data from private registered providers but from 2004 local authority lettings are also recorded. It collects information on the tenants/buyers, tenancy/sale and dwelling itself. The Ministry of Housing Communities and Local Government (MHCLG) has been responsible for the management of CORE since October 2015.

WHY ARE WE SHARING THIS INFORMATION?



Information collected via CORE may be shared with other Government Departments and Agencies, for example the Greater London Authority or the Homes and Communities Agency. CORE data providers can also access data for their organisations via the CORE system. Data is only shared for research and statistical purposes.

HOW DOES THIS AFFECT YOU?



It will not affect your benefits, services or treatments that you get. The information shared is anonymous and handled with care in accordance with the law. We are collecting and sharing your information to help us understand better the social housing market and inform social housing policy.

IF YOU WANT TO KNOW MORE...

CORE Data is collected on behalf of the Ministry of Housing, Communities and Local Government (MHCLG) for research and statistical purposes only. Data providers do not require the consent of tenants to provide the information but tenants have the right to know how and for what purpose your data is being collected, held and use. The processing must have a lawful basis which, in this case, is that the processing is necessary for the performance of a task carried out in the public interest to meet a function of the Crown, a Minister of the Crown or a government department.

You have the right to object and you have the right to obtain confirmation that your data is being processed, and to access your personal data. You also have the right to have any incorrect personal data corrected.

The information collected via CORE relates to your tenancy, the dwelling you are living in or buying, and your household. Some of the information may have been provided by you as a tenant when signing the new tenancy or buying your property; other has been gathered from the housing management systems of social housing providers. Data collected will be held for as long as necessary for research and statistical purposes. When no longer needed, data will be destroyed in a safe manner.

We are aware that some of the data collected is particularly sensitive: ethnic group; previous tenure in hospital or prison/approved probation hostel support; if household left last settled home because discharged from prison/ long stay hospital/ other institution; or if source of referral is probation/ prison, youth offending team, community mental health team or health service. Please rest assured that all the information collected via CORE is treated in accordance with Data Protection requirements and guidelines.

Data is published by MHCLG in aggregate form on an annual basis as part of a report and complementary tables. To access the annual publications on lettings please visit <https://www.gov.uk/government/collections/rents-lettings-and-tenancies>; To see the publications on sales please visit <https://www.gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers>

CORE data is shared with other public sector bodies for research and statistical purposes only. For example, data is shared with Homes and Communities Agency and the Greater London Authority to allow them to exercise their role in providing adequate social housing. The detail level data is anonymised and protected to minimise the risk of identification and deposited with the UK Data Archive for research purposes.

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact Department Data Protection Officer at: dataprotection@communities.gsi.gov.uk and if you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns/>

Annex 3 - CORE data disclosure control for public use

MHCLG worked with the Statistics Disclosure Control team at the Office for National statistics to establish data protection controls that were required to protect the CORE datasets and avoid the data being identifiable and personal. CORE dataset presents an increased disclosure risk compared to survey microdata, as it seeks to cover the whole of a defined population. The approach to disclosure control is therefore more conservative than for social survey datasets. In the case of CORE microdata the variability in completeness in returns from local authorities mitigates this increased risk for LA lettings to a limited extent.

MHCLG takes the following measures before allowing access to the CORE datasets to the public and recommends that similar measures are taken by CORE data providers if they need to make CORE record level data available for public use.

Direct identifiers

Direct identifiers relating to tenants and properties have been removed from the data so that in future releases of these or related data it is not possible to link between the datasets. These identifiers include property code, HC code for landlord and managing RSL, purchaser code. Although not unique, scheme number and housing corporation numbers have also been removed.

Geography

Region is the lowest geography for these datasets.

Dates

All dates are expressed as month and year only. Day of letting, void day, major repairs completion day, exchange day, handover day, have all been removed.

Ownership and management of properties

Owning and managing organisation may disclose a level of geography below LA. Owning organisation code and managing organisation code have been pseudonymised into a new variable. This means that a new code has been created to allow organisation-level analysis without identifying the organisation. The same coding has been applied for ownership organisations and management organisations so that the new code is the same if the management organisation and owning organisation is the same. Organisation names have been removed.

Information on tenants and households

Household composition

Household size has been top-coded at 6 people to reduce risk of identification. The total number of adults and dependent children has also been top-coded. Relationship to Person 1 has been removed to avoid distinguishing same-sex couples who may not be in a civil partnership. The number of bedrooms has been top-coded at 4+. Age of all household members is restricted to 5-year age bands and top-coded at 65+. Imputed variables for age (Social Rent only) have been banded and top-coded in the same way.

Ethnic group (applies to person 1 only)

This variable has been transformed into a 6-category banded variable. Imputed ethnic variable (Social Rent only) is already grouped in this way.

Nationality (applies to person 1 only)

This variable has been transformed into a 5-category banded variable. Nationality imputed variable (Social Rent only) is already grouped in this way, although there is no 'refused' category.

Economic status

Transformed into a 6-categories variable: employed/ unemployed/ full-time student/ retired/ other/ refused.

Armed forces and Reservist

These variables indicate the presence of current or former members of the armed services or reserves. In combination with other variables these raise the risk of re-identification of some households and are not included in the dataset.

Income and Earnings

Income and earnings variables have been top-coded at the 96th percentile to reduce the risk of identifying individuals with high incomes or earnings, and banded.

Previous housing tenure

(i) Immediately before this letting

This provides considerable detail on type of previous accommodation. The categories below risk aiding re-identification of individuals and have been combined into 25 (Other):

10) Hospital

13) Children's home / foster care

21) Women's refuge

24) Home office asylum support

29) Prison / approved probation hostel support

Reason household left last settled home

The categories below of this variable are sensitive and have been protected by combining them with 20 (Other):

2) Left home country as refugee

3) Discharged from prison / long stay hospital / other institution

7) Domestic violence

10) Racial harassment

11) Other problems with neighbours

Source of referral

This includes categories (below) that disclose associations with agencies that are sensitive in nature. They have been grouped into a new 'Other' category.

9) Social services

12) Police, probation, prison

13) Youth offending team

14) Community Mental Health Team

15) Health service

Reason for vacancy

There are several sensitive categories that have been combined with others, although they relate to previous tenants rather than the tenant that is the subject of the data: categories involving 'eviction' and where 'previous tenant died' have been combined into a new 'Other' category.

Supported Housing Client Groups

The information covered by these variables is sensitive and has been omitted from the datasets (CLIGRP1 and CLIGRP2)

Wheelchair Access

Variables Housing Needs A and B have been deemed sensitive and grouped together

Information on lettings

Other information has been changed to protect the confidentiality of the data

Tenancy length

Length of tenancy has been banded

Rents and Charges

Rents and charges have been banded

Benefits

Housing Benefit paid and rent eligible for housing benefit have been banded

Under-occupation and benefit cap

Response categories for 'Under occupation or benefit cap was reason tenant left last property' have been grouped together

Mortgages

Total amount of mortgage, deposit paid, cash discount, initial equity stake, grant, market value of property, have been banded. Savings have been top-coded and banded.