

NO GLOBAL TERM EXISTS FOR THIS ITEM

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The Data Protection Act 1998 deals with information held about individuals. The Act gives the data subject (the person the data is about) certain rights regarding their personal data.

It regulates data controllers (those who process the personal data, for example, St Leger Homes).

It sets out eight rules that we must follow when we process any request for information we hold about you whether computer or manual records. These are called the Eight Data Protection Principles and state that personal data must be:

- processed fairly and lawfully
- requested for specific purposes only
- adequate, relevant and not excessive
- accurate and up to date
- not kept longer than is necessary
- processed in accordance with the data subject's rights
- secure
- not transferred to countries outside European Economic area unless country has adequate protection

What can I ask for under this act?

- Access to personal information held by St.Leger Homes if you are the subject of that information.
- You can also ask for someone else to get information for you as long as you provide written consent.

We collect and process **personal information** on tenants and leaseholders to provide our services. We are registered and authorised to collect all such data but only in accordance with the provisions of the Data Protection Act 1998.

As the subject of the data collected, you are entitled to access information held on you.

This must also be in accordance with the provisions of the Data Protection Act 1998. Where the request is by any individual other than the data subject, permission of the data subject is needed for the release of information.

For further advice please contact:

The Company Secretary

St Leger Homes of Doncaster Ltd

St Leger Court

White Rose Way

Doncaster DN4 5ND

E-mail: linda.milan@stlegerhomes.co.uk

[St Leger Homes of Doncaster Data Protection Policy](#)

Under the Freedom of Information Act 2000 members of the public are entitled to ask Public Bodies for information relating to any aspect of the business not covered by exemption.

If you wish to request information under the Freedom of Information Act you must do so in writing. You can do this by contacting Linda Milan, Company Secretary, whose details are available in section 7 of this scheme. You can also [e-mail your request](#).

When making a request you must include:

- 1. Your name and a contact address – this can be postal or e-mail.**
- 2. The information you would like (please be as specific as possible)**
- 3. The format you would like the information in – for example, Braille, large print, hard copy or an alternative language. There may be a charge for some other formats such as CD-Rom.**

We will answer your request as soon as possible and will provide the information you have requested in no more than 20 working days. The exception to this is where you have to pay for information. As soon as we know that there will be a fee we will let you know. You have 3 months to send us the money. In this case, the 20 working day timescale stops when we request your payment and starts again when we receive it. For example, if it takes us 2 days to determine the charges and send you a letter, we would then have a further 18 days once you return the fee (20 days – 2 days).

[St Leger Homes of Doncaster Freedom of Information Policy](#)

Below is the ICO publication scheme

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