

FOI Reference Number: FOI/098/1920

Date: 21/06/2019

Request:

Hi,

Can you please provide me with the information requested below :

- Any operational policies or procedures in relation to the preparation, planning, management and scheduling (appointments) of housing inspections (condition of rented property)
- Any procedures in place for periodically checking that data accuracy of tenants and landlords for housing inspections
- Any procedures to determine when and how often personal data requires updating
- If data is been held electronically, does the housing inspection system include a facility to flag records for review/deletion ?
- How is a review made to determine if the housing inspection data should be deleted ?
- Name of the system used to manage and record housing inspections
- If data is supplied by 3rd parties how is that checked for data accuracy i.e does it go through a data cleaning procedure before been imported into the main Housing inspection system ?
- Describe the security measure that are in place t prevent any unauthorised or unlawful access to the inspection records
 - --> Data held in electronic format (e.g password controlled access
 - --> Data held in manual record (e.g. locked filing cabinet)

Response:

Thank you for your information request which Mid and East Antrim Borough Council received on 19/06/2019.

Please find below Mid and East Antrim Borough Council's response to the information you requested in relation to Housing Inspection for council tenants.

Please note that in Northern Ireland district councils are not responsible for the provision of housing. Please contact the Northern Ireland Housing Executive who should be able to help you with your request.

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/098/1920 in any future communications.

If you are not content with the outcome of an internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeastantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.