

## **Data Consent Form**

### **Introduction**

All members of the Housing Plus Group collect personal and sensitive personal data from individuals to allow us to provide housing and services effectively and efficiently. We are committed to being open, transparent, clear and fair with individuals regarding the information we collect about them. We take protecting your information and complying with your data protection rights very seriously.

The information that you have provided to us as part of your housing application and in this pack will be used for managing your tenancy, specifically:

- Collection of rent, service charges and any other relevant charges.
- Management of any arrears including provision of money advice.
- Pursuing any debt(s) owed to the Association after your tenancy has ended.
- Management of your tenancy including any anti social behaviour, neighbour issues and general estate management issues.
- To help administer welfare benefit claims and queries.
- Liaison with local authorities (particularly Housing Benefit teams), Government departments and agencies (such as the Department of Work and Pensions) and relevant organisations (such as the Police) with regard to any aspect of your tenancy.
- To assist with any investigations into, and prevention of, criminal matters, fraud or money laundering, safeguarding matters and/or where we are legally required to provide information.

### **Sharing Your Information**

To enable us to deliver services we will share your contact details and other relevant information with other organisations. These include:

- Other members of Housing Plus Group.
- Local authorities, Government departments or agencies and other relevant organisations.
- Maintenance providers, tradespeople or contractors (and sub contractors) engaged by the Association so that they can contact you and/or attend your property to carry out repairs, maintenance and/or improvement works. This includes statutory compliance work (such as gas or electrical safety checks).
- A research company to undertake a survey for us (you can ask us not to do this if you wish).
- A marketing company to provide details of products or services you may be interested in (such as new housing developments for sale or rent) us (you can ask us not to do this if you wish).
- Utility companies or other service providers who approach us about debt(s) you have accrued with them during your tenancy with us.
- Courts as part of legal proceedings or investigations.
- In response to an emergency situation when required by the emergency services or local authority.

## **Requesting Information**

We may request personal and personal sensitive data from other organisations to help deliver housing and services effectively and efficiently as explained in the Introduction.

Specifically, the Association may request information with regard to any aspect of your tenancy from:

- Other members of Housing Plus Group.
- Local authorities (particularly Housing Benefit teams), Government departments and agencies (such as the Department of Work and Pensions) and relevant organisations (such as the Police).
- Other landlords (for example, to seek or provide a reference) us (you can ask us not to do this if you wish).

These organisations will usually need your permission to share information with us.

## **More Information**

For more information on the Associations approach to data protection please contact the Data Controller on 01785 312000 or e-mail [data.protection@housingplusgroup.co.uk](mailto:data.protection@housingplusgroup.co.uk).

Our detailed Privacy Policy is available on request or at <https://www.ssha.co.uk/privacy-policy> This includes details of how you can request to see information the Association holds about you and how to make a complaint.

## **Your Consent**

In signing this Form you confirm that:

- You understand how your personal and personal sensitive data will be used by the Association.
- You give consent for the Association to share your personal and personal sensitive data with other organisations as set out in Sharing Your Information.
- You give consent for the Association to approach other organisations to ask for personal and personal sensitive data and other relevant information about you as set out in Requesting Information.
- You understand that you can withdraw consent to share information with some organisations by contacting the Data Controller.

Name:

Signed

Date: