

# Thurrock Council Housing Service

## Informed consent to share information

You have approached us because you have a housing problem or need help in finding accommodation.

The services that you are seeking are provided by our Housing Options team. Any help we can give you and the assessment of any application for housing or homelessness assistance may involve requesting information from other individuals, agencies statutory and non-statutory bodies or providing information about you to individuals, agencies statutory and non-statutory bodies. The purpose of obtaining or sharing information will only be used for the following 6 purposes. To:

- 1) help people who approach us to resolve their housing problems
- 2) help people who approach us to solve any problem which may mean they are at risk or may become at risk of becoming homeless
- 3) help people to find accommodation with private sector landlords
- 4) help resolve any problems that may occur during their tenancy with a private landlord
- 5) assess any application for housing including a person's eligibility for social housing and a person's housing needs
- 6) assess any homelessness application as required by the Housing Act 1996 if a person meets the legal test for an application under Part 7 of that Act and any support needs, including your health, financial and employment needs

To meet any of these 6 purpose of the scheme involves us contacting:

- 1) other council departments such as Housing Benefit, Council Tax, Private Sector Housing and Environmental Health – there may be a number of council services and other organisations that may need to be contacted to help you find accommodation, or if there is a problem to keep any accommodation that you move into
- 2) prospective landlords including the landlord for any property that you wish to live in or do live in
- 3) other organisations such as agencies that provide tenancy support or advice to people occupying private sector accommodation

The information you have or in the future may provide to us is protected by the Data Protection Act 1998. This means that we cannot share this information unless you agree or the law allows us to use it for those purposes. It is important that you know that the Data Protection Act allows you to have access to the information that we hold about you (with some exceptions). Please contact the Housing Service should you wish to see a copy of your file. Information may be recorded on a file and by computer record and please contact us if you wish to know for how long it will be kept. Once we have assessed and determined any housing or homelessness application the consent remains in place whilst we owe you any full homeless duty or you remain on our housing register. Likewise whilst we are continuing to take action to help you resolve any housing problem or prevent you from becoming homeless we will keep your file open until all actions have been completed. At the point where we close you file and new approach from you for help will require a new consent agreement. You can at any point withdraw your consent and we will inform you if this is likely to have any impact on the help we may be providing or are seeking to provide.

Below is a consent statement, where if you consent, we will then be able to obtain and share information about you for the purpose of meeting any one or more of the 6 objectives stated. You are under no obligation to consent. If there is information that you do not want disclosed to any individual, landlord, organisation or agency please tell us and we will make sure that information is protected. This may or may not affect our ability to help you obtain housing or to resolve your housing problem and we can explain any possible impact at the point where you inform us of any information that you do not want shared.

## Consent statement

I/We authorise you to carry out inquiries to any individuals, agencies statutory and non-statutory bodies both now and in the future for the purpose of:

- 1) helping to resolve my/our housing problem/s
- 2) helping to resolve my/our problem which may mean I/we are at risk of becoming homeless
- 3) helping to find accommodation with a private sector landlord
- 4) helping to resolve any problems that may occur during any tenancy that we obtain through your help with a private landlord
- 5) assessing any application for housing including whether I/we are eligible for social housing and my/our housing needs
- 6) assessing any homelessness application as required by the Housing Act 1996 if I/we am a/are person/s that meets the legal test for an application under Part 7 of that Act and any support needs, including my/our health, financial and employment needs

I/we understand that information may be obtained and shared with landlords; individuals; with any: council department, including Benefit Services and Social Services; government department or agency; police; hospital; doctor; school and also suppliers of gas, water, electricity, digital communications, satellite TVs, mobile telephones and landlines; voluntary sector bodies including bodies providing debt advice and support. I/We understand that this list is not exhaustive but that you have informed me that information will only be sought or given when it is appropriate to meet one or more of the 6 purposes set out above.

I/We authorise the council's Housing and Housing Benefit department to share information about any Housing Benefit claim for any tenancy I/we may obtain with the help of the council's Housing Options team, regarding the letting and sustaining any tenancy and to disclosure information to the my landlord or the landlord's letting agent regarding the claim; any amounts of monies paid by the Housing Benefit services; any information needed to assess or continue my claim for housing benefit and details of the recipient of these monies.

I/We authorise the council's Housing Service to share any information held by the council's Housing Service with any prospective landlord who has indicated that they may be willing to offer me accommodation.

### First applicant

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_

### Second applicant

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Dated \_\_\_\_\_