

# Sharing Information with your Landlord or Agent

Sharing information with your Landlord or Agent can help us deal with your claim more quickly and help stop you falling behind with your rent.

We may need to confirm information with your Landlord or Agent before we can make a decision about your claim, for example, the start date of your tenancy. In these circumstances we can contact your Landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss other things with your Landlord or Agent. If you give us permission by signing this form we will only share information with your Landlord or Agent that we are allowed to.

If you give permission we can tell them

- You have claimed benefit
- We have made a decision on your claim
- We need more information to make a decision on your claim and what that information may be

**We will not give them information about**

- Your personal circumstances
- Your financial circumstances

You can withdraw your permission to sharing of information at any time. It will not affect your claim if you do not give permission to discuss your claim with your Landlord or Agent but it may take longer to sort out.

## Tenant's declaration:

I give my permission for the Council to share information about my Housing Benefit claim with my Landlord/Agent as given below.

Name of Landlord/Agent: .....

Tenant Name: .....

Tenant Address: .....

Signature: ..... Date: .....

## Privacy Notice

### Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.
- Right to object to us processing your personal data where you have an objection on “grounds relating to your particular situation”.
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

### Sharing your information

We may share your personal data within internal departments of the council, local partner authorities and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

### Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office. You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#).

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.