



SALVATION ARMY HOUSING ASSOCIATION

General Data Protection Regulation

Consent Form

Salvation Army Housing Association (“Saha”) has a Data Protection Policy which we follow at all times. Please ask if you wish to see a copy of it.

By signing this consent form, I/we agree to Saha using the personal information supplied in the attached form (at Appendix A) to provide a housing service.

By “provide a housing service” Saha means:

- all necessary steps/actions/work/activities/tasks associated with the usual business of a registered provider of social housing and support services in managing its housing stock, providing a service to its residents and, where necessary, enforcing the terms of residents’ licences, tenancies and leases.

I/we also agree and understand as follows:

- that people who may have access to this information are Saha staff who will use the information to provide comprehensive housing services, e.g. to assist and advise about housing benefit or preventing unauthorised sub-letting, the management and support of tenancy conditions and agreements and to take action to prevent nuisance.
- that Saha may also share the information with outside agencies in the circumstances specified in Appendix B.

I/we also give the following authorisation to Saha:

- I give authorisation for Saha staff to discuss or correspond with the person named below regarding any tenancy, care or support issues on my/our behalf;

Name: _____

Address: _____

- I give authorisation for Saha staff to allow the person named below to access my property in an emergency only with a member of staff present;

Name: _____

Address: _____

- I consent to Saha to use my photographs/video footage for Saha’s website, publications and social media channels. I confirm that I understand publication of my picture/video footage on Saha’s website, publications and social media channels will



mean that my picture/video footage will be viewable by those with access to the internet and consent to such processing of my personal data. Equally I understand that if my picture/video footage and details are placed on Saha's Website or social media outlets that potentially this will be accessible by anyone in the world with internet access. (Please delete this clause if you do not wish to give consent in relation to your photographs/video footage)

I/we have read and understand the list of external agencies that Saha may disclose my/our personal information to or who may be entitled to see my/our personal information which appears at Appendix B.

I/we freely give consent to the processing of the personal information contained in Appendix A by Saha for the purpose of providing a housing service set out above and its disclosure to any of the external agencies listed at Appendix B.

I/we also acknowledge receipt of the Privacy Notice at Appendix C which I/we confirm that I/we have read and understood.

I/we confirm that prior to signing this Consent Form I was/we were informed of my/our right to withdraw my/our consent at any time. This will not affect any processing undertaken by Saha prior to withdrawal.

[NB if joint tenants both signatures are required]

Signed (tenant / resident / client) _____

Joint tenant _____

Date _____

Appendix A

This will consist of all personal information supplied by tenant / resident / client and may include, but is not restricted to, information contained in:

- Application Form
- Licence / Tenancy Agreement
- Right to Rent Information

[Attach copy of personal information supplied by tenant / resident / client]

Appendix B

List of external agencies Saha may disclose your personal information to or who may be entitled to see your personal information

- **The Police** – Saha wishes to co-operate with the police in the prevention and detection of crime. We will always check the reason for the request before disclosing any relevant information. Information may also be shared in order to prevent and take action against anti-social behaviour.
- **The Local Authority** – Saha is obliged to supply information to the local authority to enable them to identify the person liable for Council Tax. We may also provide the Council Tax Department with your forwarding address should your tenancy end and there are outstanding council tax payments for the period of their tenancy. We also provide the Local Authority with key performance data which may include personal information relating (but not limited) to your ethnic origin, religious beliefs, physical disabilities and mental health.
- **The Benefits Agency and Housing Benefit Departments** – information will be shared to allow staff to assist and support the processing of a housing benefit claim. The law also requires Saha to notify the local authority if it is suspected that a tenant is receiving benefit to which they are not entitled.
- **Social Services/Probation Service** – relevant information may be disclosed depending on the type of information required and the reason it is requested.
- **Care/Support Agencies** – relevant information will be disclosed depending on the type of information required and the reason it is requested. Generally this will be to assist you in accessing support needed, or for any health and safety reasons.
- **Saha's legal advisers** – for the purpose of bringing and defending claims brought against Saha.
- **Utility Companies** – to ensure that they have the correct details of persons liable to pay their bills.
- **Contractors** – Saha may disclose personal data, in confidence, to contractors to enable them to undertake work for the Association e.g. repairs and maintenance work and property inspections.
- **Other organisations** – Saha may disclose personal data, in confidence, to another organisation working on behalf of the association for legitimate purposes e.g. resident survey companies and research organisations.



Appendix C

Privacy Notice (attach)