

Authority to Disclose Information Form

This form should be completed when you wish Raven Housing Trust to disclose information on matters relating to your general welfare benefit entitlement and any tenancy-related matters.

To make sure we comply with data protection legislations, we will need your consent for us to be able to disclose your information to other individuals/organisations whom you have authorised. Please read the data protection statement carefully to ensure you understand how we will use the data provided in this form.

Please return the completed form to the address below:

Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS.

Tenant (Your) Details

Full Name:
Address:
Rent Account Number:
Telephone:

Named Person/Organisation (department) Details (who you would like us to disclose information with)

Full Name:
Address:
Telephone:
Date of Birth:
The named persons relationship to you:

Tenant Declaration & Consent

I consent to the above person/organisation (named department) to be provided with the following information:

- | | |
|--|--------------------------|
| Information on your tenancy agreement or arrangement | <input type="checkbox"/> |
| Rent payment or financial information | <input type="checkbox"/> |
| Information about any anti-social behaviour | <input type="checkbox"/> |

Special category data i.e. relating to my health or wellbeing

I understand that my consent to share information will remain in place unless I ask that it is ended. If you decide you don't want us to give information to your nominated person anymore, please let us know by contacting us on the above postal address, email us at raven@ravenht.org.uk, or call us on 0300 123 3399.

Signature:

Date:

Our Data Protection Statement

By submitting this form, you agree to Raven Housing Trust as data controller to disclose the data you consent to, to the above individual/organisation. The information recorded on this form (called 'personal data' in the Data Protection Act) will be put on Raven Housing Trust's secure computer systems and/or may be kept as manual records in lockable filing cabinets and will be processed to help Raven Housing Trust disclose information with the named individual, manage and allocate tenancies, monitor performance, act in accordance with government and local council regulations as well as for the prevention and detection of fraud. Personal data will be retained only for as long as is necessary to fulfil the purpose above. After that we will securely remove and delete it from our files. The legal basis for processing your personal data for these purposes is consent. You may withdraw your consent at any time by contacting us on the above listed contact methods. If you would like to know what information we hold about you, update your details or any other rights, please contact [\[dataprotectionofficer@ravenht.org.uk\]](mailto:dataprotectionofficer@ravenht.org.uk). For more information on how we use your data please visit <https://www.ravenht.org.uk/support/privacy-policy/>.