

## Homechoice Declaration and Privacy Notice

### Thank you for applying to Cherwell District Council's HOMECHOICE.

In order for us to continue processing your application you will need to read and sign the following statement. You can then upload it onto the system or e-mail it to HousingRegister@Cherwell-DC.gov.uk or return it by post to Bodicote House, Banbury, OX15 4AA.

### General Data Protection Regulation ("GDPR")

The personal information/data you provide or we obtain in connection with your application will be used to assess your suitability to be a tenant under the Housing Act 1996, as amended, to assess your housing need.

The purposes for processing your personal data are required to be explained to you under GDPR and for which we will be acting in the capacity of a data controller when carrying out these functions. Your personal data will be processed lawfully, fairly and for the purposes it was intended. The information will be held on computerised files and will be held securely. Homechoice may share this information with landlords, other government agencies and other relevant organisations or individuals for the detection of fraud and the prevention of crime and disorder.

Our entitlement to process this data for these purposes is given under Schedule 6.1 paragraphs (c) and (e) of the GDPR. These state that data may be lawfully processed if processing is necessary for compliance with a legal obligation to which the controller is subject and processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. In addition, Homechoice are required under Section 6 of the Audit Commissions Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. We therefore advise applicants that data held by Keyways Partners in respect of your housing application may be provided to the Audit Commission for NFI and used for cross system and cross authority comparison purposes and the detection of fraud.

### Homeless Case Level Information Collection (HCLIC)

In addition to our own requirements The Ministry of Housing, Communities and Local Government (MHCLG) wants to learn more about the help provided to people who are **homeless or threatened with homelessness**, to improve services. If you have indicated you are homeless or at risk, your personal details (such as your name) will be needed for this. Researchers will not know whose information they're looking at. Any information you provide which is shared with MHCLG will **not** affect the services or benefits that you receive now or in the future or used by them to identify fraud. **Your information will be kept safe and confidential, and handled with care and in accordance with the law.**

*If you want more information about this project you can ask a member of staff, or look on the Council's website [www.cherwell.gov.uk/H-CLIC](http://www.cherwell.gov.uk/H-CLIC)*

**If you have read and understood this information, please sign the declaration over the page.**

## Homechoice Declaration and Privacy Notice

### Declaration

- I/We confirm that I/We have read and understood the section entitled General Data Protection Regulation (GDPR). I/We consent to the uses and disclosures outlined in that section.
- I/We confirm that I/We have read and understood the section entitled Homeless Case Level Information Collection (HCLIC). I/We consent to the uses and disclosures outlined in that section
- I/We authorise Homechoice to make appropriate enquiries into this application and obtain and/or verify information about my/our housing application from Landlords, government agencies, credit reference agencies and other relevant organisations or individuals. Where information is obtained from a credit reference agency a record of the search may be kept by it and the fact of the search disclosed to other organisations making searches.
- I/We confirm that I/We have read and understood the terms and conditions contained within Cherwell District Council's Allocations Scheme
- I/We certify that the details given in, or as supporting evidence to this application represent a true record of my/our present circumstances.
- I/We understand that a false statement made knowingly or recklessly may result in my/our application being reassessed or an offer of accommodation being withdrawn or possession being sought of a tenancy which has been granted through Homechoice as a result of a false statement made by Me/Us or anyone acting on my/our behalf. I/We acknowledge that disclosing false information is also a crime for which I may be prosecuted.
- I/We understand that it is my/our responsibility to notify Homechoice should my/our circumstances change as this could affect my/our application.

**HomeChoice Application Reference number:** \_\_\_\_\_

**Main applicant** **\_ (print name)** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Joint applicant** **\_ (print name)** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_