

CLAIM REFERENCE NUMBER _____



Sharing Information with your Landlord

YOUR DETAILS

Full name: _____

Home address: _____

Home phone number: _____ Email address: _____

SHARING INFORMATION WITH YOUR LANDLORD

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you decide you are happy for us to discuss the details of your claim with your landlord you can give us permission by signing the box below. If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what the information may be.

We will also be able to tell your landlord about:

- any personal or household circumstances that affect your claim
- any financial circumstances that affect your claim

We will not give your landlord any information about:

- your forwarding address if you leave their property, unless you give us permission to do so.

You can withdraw your permission at anytime. **It will not affect your claim if you do not give us permission to discuss your claim with your landlord.** If you want to give us permission to discuss your claim with your landlord please sign below.

I give Folkestone & Hythe District Council permission to share information about my Housing Benefit claim with my landlord or their representative.

Signature: _____ **Date:** _____

Name (in BLOCK CAPITALS): _____

How we collect and use information

We will use the information you give in this form and any supporting evidence you send us, to process applications for Housing Benefit (including Discretionary Housing Payments) and Council Tax Reduction or to determine Council Tax liability.

We may pass the information to other internal Council departments and external agencies or organisations such as the Department for Work and Pensions, the Jobcentre Plus and HM Revenue and Customs, as allowed by the law.

By law, we may check information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisations, local authorities or government departments to give us information they have about you. This is to:

- make sure the information is accurate
- prevent or detect crime, **and**
- protect public funds

These third parties include other departments, organisations, government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

For further information please view the Council's Privacy Notice at www.folkestone-hythe.gov.uk

