

Arches Housing Ltd. - Authority to Disclose Information Form

This form should be completed by you when you wish Arches Housing to disclose information relating to your tenancy, rent account, housing application, support needs and other housing-related matters.

Please read the data protection statement carefully to ensure you understand how we will use the data provided in this form. A copy of our Privacy Notice is also attached for your information, this only applies to our use of your data. Once information has been disclosed to the individual or organisation you have nominated, they will be responsible for how they use and protect that information in accordance with applicable data protection laws. We recommend that you review their privacy information where available.

If you have been sent this form electronically or accessed it via our website, please click on the link below to view our Privacy Notice.

<https://www.archeshousing.org.uk/about-arches-latest-news/privacy/>

Please return this form to:

Post to: Arches Housing Ltd, 122 Burngreave Road, Sheffield, S3 9DE

Email to: Info@archeshousing.org.uk

Our Data Protection Statement

By submitting this form, you agree to Arches Housing as data controller to disclose data as above to the individual/organisation acting on your behalf. The legal basis for us to share this information is your Consent. To share Special Category Data, we rely on your Explicit Consent. You have the right to withdraw this consent at any time by sending an email to:
info@archeshousing.org.uk

The information recorded on this form (called 'Personal Data/Special Category ' in the Data Protection Act) may be put on Arches Housing Ltd computer systems and/or may be kept as manual records and will be processed to enable Arches Housing Ltd deal with your nominated advocate.

Personal data will be retained only for as long as is necessary to fulfil the purpose above. After that we'll securely remove and delete it from our files. You have the right to ask Arches Housing Ltd for a copy of your data and for a description of how it is being used and to whom it is disclosed. Please contact customer services for details on 0114 228 8100.

My details:

Name	
Address (including post code)	
My rent account number	

Named person / Organisation details:

Name	
Address (including post code)	
Telephone	
Mobile	
The person's relationship to me	
The person's email address This information is to be used for verification purposes - to ensure that we are always speaking to the correct person.	

Tenant Declaration & Consent

I authorise the above named person / organisation to be supplied with the following information.

Please tick to show which information you consent to:

Rent account and payment information	
Information about antisocial behaviour	
Information about tenancy breaches	
Special category data <i>For example: Information about your mental or physical health or other personal information.</i> *An additional signature is required to confirm this Please sign here:	
Information relating to criminal offences, criminal proceedings or allegations <i>(where it is relevant and lawful to disclose)</i>	
Information about your tenancy agreement	
Information about your housing application	
Other <i>(Please state below)</i>	

I understand that my Consent/Explicit Consent to share information will remain in place unless I ask that it is ended.		
Signature:	Date:	

If you decide you don't want us to give information to your nominated person anymore, please let us know in writing.