

DECLARATION

By signing/submitting this application the applicant agrees that they have read, understood the details within the application and they have read, understood and accepted the declaration below. This declaration includes that they are willing for West Norfolk Homechoice and the Housing Options service to make enquiries of their current and previous landlords. West Norfolk Homechoice holds the housing register on behalf of the Council and partner landlords. Any information you provide may be shared with them.

I/we declare that the information I/we have given on this application form is correct and complete. I/We know it is an offence under the Housing Act 1996 to give false or misleading information or to withhold information relevant to the application as requested. I/we understand that if I/we give information that is incorrect or incomplete, the Council may take action against me/us. This may include court action. I/we know that I/we must let you know in writing about any change in my/our circumstances which may affect my/our application for housing.

I/We understand that if an offer of accommodation is made as a result of a false or a misleading statement, the landlord may withdraw the offer and take legal action to end any tenancy that I/we have signed for.

PRIVACY NOTICE

The Council will use your personal information for the purposes of assessing your eligibility for housing and the provision of housing advice and assistance. The processing of this information is necessary for the Council to perform a task in the public interest or in order to discharge one of its official functions, as provided by law, in this case the Housing Act 1996 as amended by the Homelessness Act 2002, and the Homelessness Reduction Act 2017.

Your data will be used for this specific purpose and may be passed to such third parties, including: landlords, accommodation providers, support services, charitable organisations, Social Services, Government departments, other Councils and local authorities, Department for Work and Pensions, Education, Police, Immigration, Probation Services, Courts, NHS, medical professionals, financial services including Experian and any other organisations relevant to your application] with whom the Council needs to share your information in order to meet its obligations in assessing your eligibility for housing and the provision of housing advice and assistance, or for the purposes of preventing or detecting fraud or other crimes. This may also include other Council departments where the law permits us to do so, which may include Revenues, Housing Standards, Community Safety Neighbourhood Nuisance, Care and Repair.

Your information will be kept strictly confidential and will be stored securely and in conjunction with Data Protection Legislation and the Council's own Data Protection and Privacy Policies, which can be found by visiting the Council's website.

Your information will be kept for a period of 6years, in accordance with Limitation Act 1980 after the outcome of your application has been decided and this will include any information that you have provided in support of your application(s). Once this period expires, your information will be deleted and securely disposed of, ensuring that it is only kept for as long as is necessary.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

If you want more information, you can contact the Council's Data Protection Officer, Emma Duncan, at dataprotection@west-norfolk.gov.uk or telephone the Council on 01553 616200 and ask to speak to the Data Protection Officer.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner at <https://ico.org.uk>

I confirm that I have read and understood the terms and conditions set out above.