

# Cher medlemskreds i Huset i København

**Vi beder om jeres tillid og samarbejde. Vi vil gerne have jeres personlige oplysninger til rådighed for de offentlige myndigheder og myndighederne i København. Dette kan være en betingelse for at blive medlem af Huset i København, og det er vigtigt at være opmærksom på dette.**

Your specific consent is required before the Housing Association can release personal information which we hold about you to any third party including people speaking or acting on your behalf. This is an important part of keeping your personal data safe.

The information you provide in this form will be kept securely in our systems and your consent will be valid for 12 months. We ask for this information so we can cross-reference the answers to the security questions from the third party to verify their identity and share

# Fill in the details

## 1. Your details

To identify you, we will need your name and address. Please include any reference numbers which will help us to identify your records, such as your tenancy reference if you know this.

Name:

Address:

Postcode:

Reference  
number(s):

## 2. We need to know what information you want to be disclosed.

This may be information in respect of a specific matter, for example all details of your application for housing or transfer, or your rent account. If you are happy for all information to be disclosed, select the All category. If you only want certain information to be released you must specify what this is by selecting the relevant line.

- |   |   |
|---|---|
| <input type="checkbox"/> Rent and Service Charge account      | <input type="checkbox"/> Tenancy Management (e.g. mutual exchanges, neighbour problems etc) |
| <input type="checkbox"/> Benefit claims and enquiries         | <input type="checkbox"/> Repairs and property improvements                                  |
| <input type="checkbox"/> Application for housing or rehousing | <input type="checkbox"/> Domiciliary care enquiries   |
| <input type="checkbox"/> All                                  |   |

## 3. Please tell us what information you want to be disclosed, and how we can help you to receive it.

This helps us manage requests and improves security.

#### 4. Please tell us the name of the person(s) you would like to be notified.

We will need their name and contact details.

Name:

Address:

Postcode:

Telephone:

Email:

Relationship to you:

#### 5. How long do you want this consent to be valid for?

After this date, we will not release your information to the person(s) named without your consent. If you do not wish to have a specific end date then this consent will automatically end in 12 months.

Date the consent ends:

## Fill in the hidden area

#### 6. Third Party's Security Questions

In the same way that we ask you for a password and questions for security purposes, we need the third party to use a password and answer security questions. These should be different from your own password and security questions. We will ask three different questions when the third party calls. An annual review of this information will be undertaken and a review form sent to you.

Please complete at least three security questions.

Password (this is mandatory):

Third party postcode:

Third party date of birth:

Mother's maiden name:

Name of third party first school:

Name of third party first pet:

## Declaration - Being informed by the data

Please sign below to confirm you have read, understood, and agree to being a nominated third party and to the Association sharing your information with our Parent organisation, the Housing Plus Group ("the Group"). You agree to the Group storing and using the information you have provided to verify your identity and contact you in connection with third party disclosure in the future. Your consent will remain in place for 12 months, unless you withdraw your consent.

You understand you can find more information about how the Group processes your personal information on our website (<https://www.housingplus.co.uk/data-privacy>), and that you can withdraw your consent at any time by contacting customer services on **0800 048 8955**, emailing [dataprotection@housingplus.co.uk](mailto:dataprotection@housingplus.co.uk), or writing to us at Data Protection, Housing Plus Group, Acton Court, Acton Gate, Station Road, ST18 9AP.

### Signed:

Name:

Date:

## Declaration - Being informed by the data

You must sign this section to confirm you have read and understood the guidance and that the information on the form is correct.

I hereby give Homes Plus consent to disclose such personal information which the Association holds and which is detailed above. Disclosure of my personal information is restricted to the person or persons named above and this consent is valid until the date specified.

I understand that I can change or withdraw my consent for this disclosure at any time and can do this by contacting customer services team.

You understand you can find more information about how the Group processes your personal information on our website (<https://www.housingplus.co.uk/data-privacy>), and that you can withdraw your consent at any time by contacting customer services on **0800 048 8955**, emailing [dataprotection@housingplus.co.uk](mailto:dataprotection@housingplus.co.uk), or writing to us at Data Protection, Housing Plus Group, Acton Court, Acton Gate, Station Road, ST18 9AP.

### Signed:

Date:

Name: