It is the policy of St. Leger Homes of Doncaster (SLHD), acting on behalf of City of Doncaster Council, to request and share your personal information with external organisations and internal departments in order to process your application to buy your home under the Right to Buy (RTB) scheme. This is undertaken to ensure that the details provided are to correct and to protect public assets from fraud as is out public duty.

We share your information to validate it and assist in identifying the level of discount that you may be entitled to. A property may not be purchased under the Right to Buy scheme if one or more of the following is identified:

1) Court action to take possession of your home;

2) There is undischarged bankruptcy or bankruptcy petition pending;

3) Have made an arrangement with creditors and monies are still owed;

4) Criminal activity and/or anti-social behaviour.

**Lawful processing of your data**

All information will be processed in line with the General Data Protection Regulations and UK Data Protection Law. Lawful processing of information is the subject of Article 6 of the UK General Data Protection Regulations which sets out the six lawful bases for processing information. Our legal basis for processing is;

*Article 6 Lawfulness of Processing (Section 1, (a)):*

* *The data subject has given consent to the processing of his or her personal data for one or more specific purposes.*

*Article 6 Lawfulness of Processing (Section 1, (b)):*

* *Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.*

*Article 6 Lawfulness of processing (Section 1, (c))*

* *Processing is necessary for compliance with a legal obligation to which the controller is subject.*

*Article 6 Lawfulness of Processing (Section 1, (e)):*

* *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*

*Applicable legislation includes: Part V of the Housing Act 1985 (amended by the Housing Act 2004), The Right to But Act 1985 and The Right to Acquire Act 1996 and The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (and subsequent amendments).*

By completing this form, you acknowledge the processing reasons above and give permission to access Credit Agency information to verify (where necessary) identity, current address and previous address history in order to assist in the verification of the data of any persons claiming the Right to Buy. Such credit report searching will NOT affect credit ratings.

We may however, release and/or request information about you without your consent if there is a legal reason do so and is covered by an exemption within the UK Data Protection Law in accordance with the General Data Protection Regulation.

The following are some of the organisations that SLHD may share your information with or request information from:

|  |  |
| --- | --- |
| * Other local authorities | * Debt collection and tracing agencies |
| * City of Doncaster Council | * Financial organisations eg banks |
| * Other registered social landlords | * Government departments (e.g. DWP) |
| * Courts / solicitors | * Credit referencing agencies |
| * His Majesties Revenue and Customs | * The National Fraud Initiative |
| * Police / Fire service |  |

Declaration:

I, the undersigned, understand this consent is a key part of SLHD’s and City of Doncaster Council’s relationship with me.

I, the undersigned, have read, understood and been given a copy of this completed form.

I, the undersigned, understand that SLHD may share mine/our information with or request information from organisations as listed above in order to ensure the effective management of my Right to Buy and that this may include enquiries made with credit referencing agencies.

I, the undersigned give my consent for any of the above organisations to release all information to St. Leger Homes of Doncaster as requested for the purpose of processing my/our Right to Buy application

I understand that to give false or misleading information or to omit information for the purpose of gaining a Right to Buy may be regarded as a criminal offence and action may be taken against me.

|  |
| --- |
| **Address of the Right to Buy Property** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Tenant 1 | Full Name | | | |  | | |
| Date | | | |  | | |
| Signed | | | |  | | |
|  | | |  |  | | |
| Tenant 2 | Full Name | | | |  | | |
| Date | | | |  | | |
| Signed | | | |  | | |
|  |  | | | |  | | |
| Additional Family Member 1 | Full Name | | | |  | | |
| Date | | | |  | | |
| Signed | | | |  | | |
|  |  | | | |  | | |
| Additional Family Member 2 | Full Name | | | |  | | |
| Date | | | |  | | |
| Signed | | | |  | | |
|  | |  | | | |  | | |
| Additional Family Member 3 | Full Name | | | |  | | |
| Date | | | |  | | |
| Signed | | | |  | | |