**K. Declaration and Consent**

Name: ………………………………………………………………………..

1. I understand that in the course of their enquiries the Doncaster HomeChoice and/or Home Options Team may need to contact or liaise with the following types of organisations, including but not limited to:

* Current or former landlords / Letting Agents/ Housing Associations
* CDC, Social Services, Council Tax, Benefits, DWP, HMRC
* Local Solutions
* Environmental Health
* Money Advice
* Solicitors
* Support Services and agencies
* Mortgage Lenders
* Prevention and Support Team (Homelessness services)
* Medical Services, NHS.
* Mortgage Breathing Space – The Yorkshire and Humber Regional Mortgage Assistant Scheme

1. I understand that their enquiries will relate to my and my household’s (on whose behalf I am completing this consent form) housing needs and that in giving my permission it will allow them to access and share my relevant personal files and data. The Doncaster HomeChoice and/or Home Options Team will only obtain or disclose information where necessary to deal with my housing and/or welfare enquiries.
2. I therefore give the Doncaster HomeChoice and/or Home Options Team permission to either share my information or act on my behalf when liaising with any of the above organisations and agencies to enable my enquiries to be investigated, progressed or resolved through their appropriate intervention.
3. I understand that St. Leger Homes of Doncaster staff appreciates and respects me, the customer. In return, I will treat St. Leger Homes of Doncaster staff with the same courtesy. I understand that displaying intimidating, threatening or abusive behaviour may result in prosecution.
4. I understand that the Doncaster HomeChoice and/or Home Options team will not tolerate aggressive behaviour, bad language or racist, sexist and/or discriminatory comment.
5. St. Leger Homes of Doncaster will also collect and store photographs of occupants to Emergency accommodation to be used as an identification mechanism for use by visiting officers. These photographs will be kept on case files and only be seen by authorised users within Doncaster HomeChoice and/or Home Options and will not be displayed publicly or released outside this Organisation without a legal reason to do so.
6. I consent to Doncaster HomeChoice and/or Home Options Team storing, using and sharing my information in line with the UK GDPR and Data Protection Act 2018 and within the provisions outlined above. I am aware that I can also withdraw my consent at any time.
7. A copy of our Privacy Notice explains how we use your personal data in line with the Data Protection Act 2018 can be found on the website at <http://www.doncasterhomechoice.co.uk/content/PrivacyNotice> or a copy can be given if requested

Signed: ………………………………………………… Date ……………………………………

Signed: ………………………………………………… Date ……………………………………

**HOUSING ACT 1996**

**(As amended by Homelessness Act 2002)**

**SECTION 214**

The above section makes it an offence for anyone applying to St Leger Homes of Doncaster for housing or assistance with housing:

TO KNOWLINGLY GIVE FALSE OR RECKLESS INFORMATION WITH INTENT TO INDUCE AN AUTHORITY TO PROVIDE ACCOMMODATION.

TO WITHOLD INFORMATION REGARDING AN APPLICATION FOR CONSIDERATION AS HOMELESS.

NOT TO NOTIFY THE ORGANISATION OF ANY CHANGE OF CIRCUMSTANCE SINCE THE ORIGINAL APPLICATION.

FOR A PERSON TO ASSIST IN FALSE OR RECKLESS APPLICATION, OR TO WITHOLD INFORMATION.

The only exception to this is if Doncaster HomeChoice/Home Options have not made you aware of these requirements or you can show a good reason for non-compliance.

**PENALTY**

A PERSON GUILTY OF AN OFFENCE UNDER THIS ACT SHALL BE LIABLE TO A FINE NOT EXCEEDING £5,000.00.

“I have read this warning/this warning has been read to me and I understand that I may be prosecuted if I give false information or withhold information required by Doncaster HomeChoice/Home Options or fail to notify Doncaster HomeChoice/Home Options as soon as possible of any important change in the circumstances relating to my case which may occur before I receive Doncaster HomeChoice’s/Home Options’s decision.”

APPLICANT: ………………………………………… Date ……………………………………

APPLICANT: ………………………………………… Date ……………………………………

INTERVIEWER: ……………………………………….. Date ……………………………………