

Information for persons applying to Enfield Council as Homeless / or for inclusion on Enfield's Housing Register

Who We Are?

We are Enfield Council and we are the Data Controller for data you provide as part of your application. You can contact us in the following ways:

Email: Housing.Needs@enfield.gov.uk

Telephone: 020 8379 1000

Post: Housing Department, Enfield Council, Civic Offices, Enfield, EN1 3XA

Why We Are Processing Your Data

We will use your personal details to progress your application. The information you give us will be used for making enquiries and assessments so that we can make decisions required to process your application under Part 6 and / or Part 7 of the Housing Act 1996 as amended.

Information can also be used for the prevention and detection of fraud.

Who We Obtain Data From and Who We Share Data With?

To process your application, we may need to get more information from third parties including:

- a) Your doctor/GP and other healthcare professionals;**
- b) Other Enfield Council departments and other Local Authorities;**
- c) Government Agencies including:**
 - i) Department of Work and Pensions;**
 - ii) Home Office;**
- d) Your current landlord and / or their agent;**
- e) Previous landlords and / or their agents you have had in the past 5 years;**

Sarah Cary
Executive Director Place
Enfield Council
Civic Centre, Silver Street
Enfield EN1 3XY

www.enfield.gov.uk

 If you need this document in another language or format contact the service using the details above.

- f) Friends or family members;**
- g) HMRC;**
- h) Credit reference agencies;**
- i) Your employer;**
- j) Land Registry;**
- k) Police;**
- l) Relevant landlords and estate agents who may be able to offer you accommodation;**
- m) Fraud Prevention agencies.**

Personal information may be shared with any of the above, other Council services and data processors acting on behalf of the Council, as well as where the law allows, third parties such as banks or building societies and fraud prevention agencies. If fraud is detected as part of this information sharing process, you may be refused certain services, finance or employment. We always share the minimum information required for our enquiries. You may object to this sharing below and we will not then share data *unless required by law*, but this may reduce your opportunity to obtain housing or prevent your application from proceeding.

Your Rights

You have rights in respect of your data, including the right to be supplied information on how we use your data, what data we are holding about you, to request correction or erasure of your data, to object to processing and to complain to the supervisory authority.

You can object to us sharing your data with any of the organisations above and we will not share as you instruct, although this can affect your application or prevent it from being processed. You can object at any time in writing by email, post or in person.

For full details please see our privacy notice at <https://new.enfield.gov.uk/privacy-notice> or ask for an accessible copy if required.

Consent

To reach a decision on your application, we may need to request a medical assessment.

We require your consent to process health information. If you do not give consent, we will not be able to take health information into account which may affect your application.

Medical assessments are often done in-house. The names of the third-party healthcare professionals we may share your information with to obtain a medical assessment are:

- n) Gemar Ltd;**
- o) Now Medical Ltd.**

By ticking the box below on this form, you are giving us your consent to share personal data about health.

Your consent can be withdrawn at any time by contacting us by email, post, telephone or in person although this may affect your application. Our contact details are as above.

Concerns Regarding Our Use of Your Data

If you are not happy with our processing of your data, you should contact us as noted above in the first instance. You also have the right to contact our Data Protection Officer or the Information Commissioner.

Our Data Protection Officer can be contacted at:

Email: Enfield.Data.Protection.Officer@enfield.gov.uk

Post: Data Protection Officer, Complaints & Information, Enfield Council, Silver St., Enfield, EN1 3XA

The Information Commissioner may be contacted via their website
<https://ico.org.uk>

Consents / Objections

☐

I **consent** to the council sharing my medical data for the purposes noted above

Please tick **one** of the boxes below. If you object to data sharing, please ensure you provide the names of the organisations you do not wish us to share information with. Note that in some circumstances we are required to share information by law; your objection is only valid where this does not apply.

☐

I **have no objection** to Enfield Council sharing my data with all the organisations noted in this document and to obtaining information from them in order to process my application.

☐

I **do not** wish Enfield Council to share my data with the organisations listed below. I **have no objection** to Enfield Council sharing my data with the other organisations noted in this document and obtaining information to process my application. I understand that this objection may reduce my opportunity to obtain housing and may prevent my application from proceeding.

Organisation(s) objected to:

(you may use the letters in the document rather than writing full names if you prefer)

DECLARATION

It is an offence to knowingly make a false statement and/ or to omit to provide information with the intention to induce the Council to believe that you or any other persons are entitled to accommodation. If you are found to have provided false information or omitted to provide information in this way the Council may withdraw assistance and/or consider criminal proceedings.

You must also inform the Council immediately of any changes to the information that you provided as part of your housing application, as these may affect the assistance that is provided to you. If you do not tell us of any changes to your circumstances, the Council may withdraw assistance and/or take legal action against you.

Signature of main applicant:
Print full name:
Date:
Signature of co-applicant:
Print full name:

IMPORTANT – Enfield residents should register for an online Enfield Connected account. Enfield Connected puts many Council services in one place, speeds up your payments and saves you time – to set up your account today go to **www.enfield.gov.uk/connected**