

PLEASE REGISTER at www.keyways.org.uk. Then submit this form to Wellingborough/Corby/Kettering Borough Council within 28 days of applying onto Keyways.

General Data Protection Regulation (“GDPR”)

The personal information/data you provide or we obtain in connection with your application will be used to assess your suitability to be a tenant under the Housing Act 1996 (as amended) to assess your housing need.

The purposes for processing your personal data are required to be explained to you under GDPR and for which we will be acting in the capacity of a data controller when carrying out these functions. Your personal data will be processed lawfully, fairly and for the purposes it was intended. The information will be held on both computerised and manual files and will be held securely. All Keyways Partners may share this information with each other, landlords, government agencies and other relevant organisations or individuals for the detection of fraud and the prevention of crime and disorder.

Our entitlement to process this data for these purposes is given under Schedule 6.1 paragraphs (c) and (e) of the GDPR. These state that data may be lawfully processed if processing is necessary for compliance with a legal obligation to which the controller is subject and 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.

In addition, all Keyways Partners are required under Section 6 of the Audit Commissions Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise. We therefore advise applicants that data held by Keyways Partners in respect of your housing application may be provided to the Audit Commission for NFI and used for cross system and cross authority comparison purposes and the detection of fraud.

Declaration

- I/We confirm that I/We have read and understood the GDPR section above.
- I/We consent to the uses and disclosures outlined in that section.
- I/We authorise the Keyways Partners to obtain and/or verify information about my/our housing application from Landlords, government agencies, credit reference agencies and other relevant organisations or individuals. Where information is obtained from a credit reference agency a record of the search may be kept by it and the fact of the search disclosed to other organisations (e.g. banks and financial institutes) making searches.
- I/We confirm that I/We have read and understood the terms and conditions contained within the Keyways Partners Housing Associations Schemes.
- I/We certify that the details given in, or as supporting evidence to, this application represent a true record of my/our present circumstances.
- I/We understand that a false statement made knowingly or recklessly may result in my/our application being reassessed or an offer of accommodation being withdrawn or possession being sought of a tenancy which has been granted through Keyways as a result of a false statement made by me/us or anyone acting on my/our behalf. I/We acknowledge that disclosing false information is also a crime for which I may be prosecuted and fined up to £5000 (this figure is accurate as at April 2010, but you should be aware that this amount could alter).
- I/We understand that it is my/our responsibility to notify the Keyways Partners should my/our circumstances change as this could affect my/our application.

Main applicant

Signed: _____

Date:

Print name: _____

Joint applicant

(if applicable)

Signed: _____

Date:

Print Name: _____

**PLEASE RETURN THIS FORM WITHIN 28 DAYS OF APPLYING ONTO KEYWAYS.
PLEASE WRITE YOUR KEYWAYS REFERENCE NUMBER HERE: HR.....**