



Sharing information with your landlord

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering claims for Housing Benefit.

We cannot usually disclose your personal information to other people or organisations, but sharing information with your landlord may help us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. If you give us permission, we would be able to tell your landlord:

- whether or not you had claimed Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need more information to make a decision on your claim, and if so what information we need.

There may be other information about your claim that we need to check with your landlord (such as the date your tenancy started) before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. Unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

Once we have worked out your benefit, we will not give your landlord any detailed information about your personal, household or financial circumstances (for example, how much income you have).

If you do not give us permission to discuss your claim with your landlord it will not affect your claim. If you give us permission but then change your mind you can withdraw it. Just contact us and let us know.

If you want to give us permission to discuss your claim with your landlord, please complete the boxes overleaf.

I give Adur District Council and Worthing Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

My name:

My address:

My claim number:

My landlord's name:

My landlord's address:

My signature:

Date: