**Auxilium Community Housing CIC**

**TENANCY REQUEST FORM** (Referral Form)

**To help our team understand your housing needs, please complete this form with as much detail as possible and return to our team at info@auxiliumhousing.co.uk. We endeavour to review all referrals within five working days and will respond to the referring agent.**

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| REFERRING AGENT |
| Name |  |
| Role  |  |
| Team / Organisation  |  |
| Relationship to Applicant |  |
| Email Address |  |
| Telephone Number  |  |
| APPLICANT INFORMATION  |
| Full Name |  |
| Date of Birth |  |
| Gender  |  |
| Email Address |  |
| Telephone Number |  |
| Current Housing Status  |  |
| Current Address |  |
| Nationality  |  | Do you have a right to remain in the UK? |
| Ethnic Origin |  |
| NI Number |  |
| YOUR HEALTH AND SUPPORT NEEDS |
| Please describe your health including any conditions which are relevant to your application |  |
| Do you currently use alcohol and/or substances | Please detail type/ frequency of use: | Please detail any historic use: |
| Have you committed offences and/or have any unspent convictions?  |  |
| If probation referral please indicate crime committed, sentence served and any other relevant info. |  |
| If Arson conviction please detail context surrounding crime (this enables us to risk assess the placement location) |  |
| Please detail what support you receive, how often, and from what services or teams |  |
| Indicate which areas of intensive housing management may be required | [ ]  Understanding a tenancy [ ]  Applying for housing benefits[ ]  Budgeting for the household [ ]  Maintaining a tenancy  | [ ]  Signposting to specialist advice[ ]  Accessing work or education [ ]  Developing a social network [ ]  Supporting health and wellbeing  |
| YOUR NETWORK AND SUPPORT  |
| Emergency Contact Name |   |
| Emergency Contact | Telephone Number:  | Email Address: |
| Social Worker Name/Team |  |
| Social Worker Contact  | Telephone Number:  | Email Address: |
| Other:  |  |
| Other:  | Telephone Number:  | Email Address: |

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| YOUR HOUSING REQUEST  |
| Local Connection | Please specify which local authority you have a connection to:Guidance can be found at [Who has a local connection - Shelter England](https://england.shelter.org.uk/housing_advice/homelessness/local_connection) |
| Location of Property | Please identify any preferred towns, and any mandatory exclusion zones: |
| Type of Property | [ ]  Bedroom within shared house [ ]  Ensuite bedroom with shared kitchen [ ]  Studio flat  | [ ]  One bedroom flat[ ]  Flat with dedicated staff room[ ]  House with dedicated staff space |
| Please explain why this type of accommodation is essential and not preferred: |
| Property Requirements | [ ]  Ground Floor / Level Access [ ]  Garden / Outside Space  | [ ]  Shower [ ]  Wet Room  |
| Please explain why this type of accommodation is essential and not preferred: |
| Other Specifications, including preferred service if known  | Please detail any other specifications or requirements of the property:  |
| INCOME AND AFFORDABILITY  |
| We will require proof or benefits, bank statements, national insurance number and identification for your housing benefit application therefore please ensure these documents are available.    |
| What forms of income do you receive (for example, universal credit or salary) | Weekly Amount | Evidence Provided(for example, award letter or payslip) |
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| Do you have any debts? | Type of Debt (e.g.,, water company) | Amount Owed | Repayment Plan Agreed |
| Do you have any county court judgements or been declared bankrupt?  | If yes, please provide details: |
| HOUSING HISTORY  |  |
| Do you have current rent or service charge arrears?  | If yes, please provide details: |
| Have you ever been evicted from a property? If yes, please provide details |
| Please list your previous addresses | Accommodation Type(e.g., private tenancy)  |
|  |  |
|  |  | Date To – From | Reason for Leaving  |
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| DECLARATION |
| I confirm that the information provided within this referral form and attached documentation is true and accurate. I understand that a failure to share information, or incomplete information may result in the decline of the application, and/or delay to access housing.  |
| Tenant Name: Signature: Date: | Referring Agent: Signature:Date:  |

**Thank you for your interest in Auxilium Community Housing.**

**If you have any questions relating to this application, please contact our team at** **info@auxiliumhousing.co.uk**

**Auxilium Community Housing CIC**

**PRIVACY NOTICE**

**INTRODUCTION**

Auxilium Community Housing CIC ("Auxilium," "we," "our," or "us") is committed to protecting the privacy and security of your personal data. This Privacy Statement explains how we collect, use, and protect your personal information in compliance with the General Data Protection Regulation (GDPR).

**WHAT INFORMATION IS BEING COLLECTED?**

We may collect the following types of personal data, depending on your interactions with us:

1. **Personal** **Identifiers:** This includes your name, contact information, health status, support needs, legal status and other information needed to identify you.

2. **Financial Information:** We may collect payment information, including your bank details.

3. **Communications:** Information you provide during interactions with us, including emails, phone calls, or messages.

4. **Website Usage Data:** Information collected through our website or online services.

**WHAT IS THE PURPOSE OF COLLECTING INFORMATION?**

The purpose of collecting this information is to deliver our intensive housing management support services and best match individuals to potential housing options. This will include:

* To enable us to understand your wants and needs, and ensure we can deliver a safe service,
* To allow us to provide you with our housing and support services, and fulfil our contractual obligations with you,
* To communicate effectively with you; responding to your inquiries, give updates, and provide information about our services,
* To improve our services by analysing data, monitor website traffic, and enhance our services,
* To evidence our compliance with legal and regulatory requirements.

**WHAT IS THE LEGAL BASIS FOR PROCESSING THE DATA?**

We process your personal data based on the following legal grounds:

**Contractual Necessity**: Processing is necessary for the performance of a contract with you.

**Legitimate Interests:** Processing is necessary for our legitimate interests, such as improving services or fraud prevention.

**Consent:** Where required by law, we will obtain your consent before processing your data.

**WHERE IS INFORMATION STORED?**

Your information will be stored on secure cloud-based storage systems (Microsoft SharePoint), anonymised data will be stored on a secure spreadsheet. Your information will not be shared overseas.

**WHAT INFORMATION IS SHARED?**

We may share your personal data with trusted third parties, including statutory health providers, local borough and district housing teams and service partners, only for the purposes outlined in this statement.

**HOW IS DATA STORED AND RETAINED SECURELY?**

We take security measures to protect your data, including encryption, access controls, and regular security audits.We retain your data for as long as necessary to fulfil the purposes outlined in this statement or as required by law.

**WHAT RIGHTS DO YOU HAVE AROUND YOUR INFORMATION?**

You have several rights under the data protection law:

1. **Right to be informed**
2. **Right of access**
3. **Right to rectification**
4. **Right to deletion (in some circumstances)**
5. **Right to object**
6. **Right to restrict processing**
7. Right to lodge a complaint with the Information Commissioner’s Office.

**CHANGES TO THIS STATEMENT**

We may update this Privacy Statement as needed. The date at the top of the statement indicates the most recent revision.

**COMPLAINTS**

If you believe we have not adhered to this Privacy Statement or applicable data protection laws, you have the right to lodge a complaint with a supervisory authority.

By using our services, you agree to the terms of this Privacy Statement. Please review it periodically for any updates.

**USEFUL LINKS AND CONTACTS**

Any requests or comments should be made in writing to the Data Protection Officer:

Data Protection Officer: Sophie Law-Smith

108 George V Avenue

Worthing

BN11 5RR

info@auxiliumhousing.co.uk