



## **DATA PROTECTION NOTICE**

Ochil View Housing Association will use the information you have given us on this form for making a decision about whether to offer you a place to stay. If you accept an offer to become a tenant of Ochil View Housing Association, we shall keep the information on your tenancy file. While you remain an applicant and throughout any subsequent tenancy with Ochil View Housing Association, we may add to or modify the information you have given on this form. This will reflect additional information becoming available from you, from other people or agencies or from our observations.

Ochil View Housing Association will also use the above information for administrative purposes, reporting, statistical analysis and risk assessments (for which purposes the information will be made anonymous and will not identify you). We may share your information with other organisations within the Ochil View Housing Association, our agents or other service providers and other third parties from who we may seek information about you. We may also share your information with local authorities, police and other statutory bodies but only as required by their statutory duties.

By returning this form to Ochil View Housing Association you consent to our processing sensitive data about you from one or more of the following classes of data:

- Racial or ethnic origin
- Physical or mental health or condition
- Sexual life
- Commission or alleged commission of an offence
- Proceeding for any offence committed or alleged to have been committed or the sentence in court proceedings.

We shall process sensitive personal data for the purpose of making a decision about whether to offer you a place to stay and through out any subsequent tenancy with the association.

You have the right to apply for a copy of your information, for which we may charge a fee limited by statute, and to have any inaccuracies corrected.

I have read this notice and/or its contents have been explained to me.

Signed: .....

Date:.....

Name (please print):.....

Reference no:.....