

HOUSING BENEFIT - AUTHORISATION FOR PAYMENT BY BACS

Please return to:

Housing Benefit Section
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hants. GU14 7JU
01252 398914

HB Reference Number
(if known):

YOUR NAME (please print)

YOUR ADDRESS

NAME OF BANK

SORT CODE

ACCOUNT NUMBER

ACCOUNT NAME

I confirm that the details I have provided are accurate and correct and that I am entitled to receive these payments

SIGNATURE

DATE

TELEPHONE NUMBER (this is not compulsory but will help in case there is a query about the information given)

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PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL OF THE ABOVE INFORMATION IS NOT PROVIDED

UNSIGNED APPLICATIONS WILL BE RETURNED

Privacy Notice – Housing Benefits and Council Tax Support

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398177, via email to benefits@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your application for Housing Benefit and or Council Tax Support. The law allows us to use your personal information in this way as carrying out responsibilities under Social Security Law is one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Housing, Planning, Council Tax and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, Department of Work and Pensions, County Court and Sheriffs, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will normally keep your details in our current database for as long as you are receiving benefits. If your benefit ends we will keep your records for up to 2 years depending on the reason it is ended or for as long as we are required to do so by law, or in accordance with our operational requirements. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing

- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website www.rushmoor.gov.uk/dataprotection

8.Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk> or by phoning their helpline on 0303 123 1113.

9.Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under Social Security Law. If you do not provide it the Council will not be able to process your benefit claim and you will be ineligible to receive an award. This decision would be made under the Housing Benefit Regulations 2006, the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018 and the Council's Council Tax Reduction Scheme, S13A and Schedule 1a of the Local Government Finance Act 1992.