

**AUTHORITY TO DISCLOSE
INFORMATION TO A LANDLORD
(OR THEIR REPRESENTATIVE)**



Under the Data Protection Act we need your permission to share information.

If you give us that permission we can tell your Landlord the following:-

- Whether or not you have made a claim for Housing Benefit and if we have made a decision on it.
- If we need further information to make a decision on your claim and, if so, what information this is.

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, but, unless you have given us permission by signing below, we will not discuss anything else with your landlord.

We will NOT give your landlord any information about:-

- Your personal or household circumstances, or
- Your financial circumstances

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 to discuss your claim with your landlord, please sign below.

Your Details

Name _____ Claim Reference _____

Address _____

Landlord details

Name _____ Company Name (if applicable) _____

Address _____

Telephone number _____ Email _____

I give you, Peterborough City Council, permission to share information about the progress of my Housing Benefit with my landlord or their representative.

SIGNATURE: _____

DATE: _____