



**THORNER'S HOMES
ALMSHOUSES**

FOUNDED IN 1690

For any queries, please contact:

apply@thorners.org.uk

023 8063 6772

Application for Accommodation



The objects of the CIO are, for the public benefit:

- (i) relieving need by providing social housing in the form of almshouse accommodation for:
 - (a) poor widows, and**
 - (b) single women aged 55 or over**who require such accommodation due to poverty, financial hardship or other charitable need.**
- (ii) such charitable purposes for the benefit of residents of the almshouses as the trustees may from time to time decide."**

Page 1	Important information for Applicants
Page 2	Privacy Notice for Applicants
Page 7	Applicant's Details
Page 15	Declaration
Page 17	Credit Reference Consent
Page 19	Data Protection Consent
Page 21	Medical Record Consent
Page 23	Accommodation Consent



IMPORTANT INFORMATION FOR APPLICANTS

Thorner's Homes is an Almshouse Charity and provides housing for poor widows and single women in financial need and it is registered with the Regulator of Social Housing. It is administered by a Board of Trustees who give their services voluntarily. The Charity's entry criteria are governed by our objects:

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Before applying for accommodation, please consider the above objects and whether you think you would qualify to be a beneficiary, for example do you have enough income or capital that would allow you to rent privately? We receive many applications, so please answer all questions fully and clearly and provide as much background information as possible, continuing on additional paper if necessary, to show why you may be suitable for an Almshouse. Accommodation is allocated to the applicant who meets the objects of the Charity and is deemed to be most in need by the Trustees at the time of that vacancy.

All Appointments are made at the Charity's discretion.

Processing Applications and Personal Interview

- Each completed application form received will be acknowledged by letter.
- Once an application has been considered by the Trustees an applicant will be advised if they have been accepted onto the housing list subject to an interview process and further checks.
- When an appropriate vacancy becomes available, the applicant may be shortlisted for interview. That interview will be a two-stage process. We will ask to visit the applicant in their own home. Will request certain documentation is made available, which will need to be verified. The interview will establish the needs of the applicant. We will inform the applicant about the Charity, the Almshouses and the weekly maintenance contributions. We will answer any questions from the applicant.
- If this stage is satisfactory, the applicant will then be invited to attend a personal interview during which time further requested documentation will be verified together with an applicant's current health and financial circumstances.

The Trustees will take the following information into account when assessing applications:

- Rent arrears
- Anti-social behaviour
- Nuisance behaviour
- Inappropriate and illegal use of home
- Committing an illegal offence in or around your home

Please complete all sections of this application form and return to the address listed on the front page.

If you need help completing this form, please contact Thorners on

Telephone: 023 8063 6772 Email: apply@thorners.org.uk



THORNER'S HOMES - PRIVACY NOTICE FOR APPLICANTS

INTRODUCTION

Thorner's Homes ("we", "our" and "us") is committed to protecting and respecting your privacy. This notice sets out how we collect, process, store and share your personal information, as well as your rights under the law, when you submit an application for accommodation with us.

If you have any difficulty understanding this notice or you would like to receive a printed copy, please contact our Data Protection Officer, Vicky Joynes. Her contact details are set out in section 2 below.

DEFINED TERMS USED IN THIS NOTICE

References in this notice to "**data protection law**" mean (as applicable) the Data Protection Act 1998, the General Data Protection Regulation (Regulation (EU) 2016/679) and all related data protection legislation having effect in the United Kingdom from time to time (including the Data Protection Act 2018).

OUR DETAILS

The data controller with conduct of your personal information is Thorner's Homes, a registered Almshouse Charity (charity number 220735) of 86 Thorner's Court, Henstead Road, Southampton SO15 2GU.

Our data protection officer is Vicky Joynes of Thorner's Homes, 86 Thorner's Court, Henstead Road, Southampton SO15 2GU.

HOW WE COLLECT, USE, RETAIN AND SHARE YOUR INFORMATION

The following sections explain what information we hold about you, why we are processing that information, the legal basis for the processing, the duration for which we keep your information and (if applicable) who your information will be shared with and where those recipients are based.

What information do we process and for what purpose?

We process the following information about you:

Information you provide to us - This is information you give to us by filling in our resident application form, by speaking to us in person or over the phone, or by sending us letters, emails or communications through our website.

The information you provide to us as part of a resident application will typically include: your name, address, telephone number, email address, date of birth and age, nationality, national insurance number and married status. We will also enquire about your current housing situation and your financial circumstances. If you are employed, then we may ask about your weekly worked hours and any plans you might have to retire. If you own a car then we may ask for your car registration number.

The information you provide to us will also typically include sensitive personal data, such as details of any health conditions you have, information about your general health and details of any disability benefits you are in receipt of. We also ask for you to confirm whether you have any recent criminal convictions.

We also collect the details of your chosen emergency contact; your next of kin and/or the executor of your estate; should you have one, your legal attorney under a Power of Attorney; and two independent referees.

We process the information you provide to us to:

- a) process and make a decision on your residency application, including in particular to establish whether you are eligible to receive accommodation from us;
- b) contact your doctor to confirm the health information you have provided insofar as we need to do so in order to confirm your eligibility to receive accommodation from us;
- c) add you to the waiting list and to contact you when accommodation becomes available;
- d) maintain suitable records of applications received and their outcomes; and
if your application is accepted, to make the necessary arrangements for you to become a resident at one of our properties.



Information received from other parties - This is usually information we receive from your doctor or other medical professionals concerning your health and wellbeing.

We process information about you received from third parties to make a decision on your residency application and, where appropriate, to keep an internal record of your specific requirements.

What are the grounds for processing your information?

We process your data on the following legal grounds:

- a) in the case of most non-sensitive personal information contained in your residency application, because the processing is necessary for us to carry out pre-contractual steps (i.e. assessing your eligibility for us providing you with accommodation) at your request;
- b) in the case of the remaining non-sensitive personal information contained in your residency application, because we have a legitimate interest in processing such information in order to ensure that you are eligible and suited for becoming a resident. In accordance with data protection law, we have carefully weighed your interests and fundamental rights and freedoms against our own interests in processing your information and we are satisfied that we are legally justified in doing so. In particular, we keep all your information strictly confidential within the charity, unless you agree to us sharing it with a third party;
- c) in relation to criminal conviction data, because we are authorised under UK law, specifically the Data Protection Act 2018, to do so on the basis of your consent; and
- d) in the case of sensitive personal information relating to your health, because:
 - i) you have explicitly consented to us carrying out that processing;
 - ii) in limited circumstances the processing is necessary to protect your vital interests should you become physically or legally incapable of giving consent; or
 - iii) on rare occasions, the processing is necessary for us to establish, exercise or defend a legal claim and doing so is in our legitimate interest of ensuring only eligible residents are provided accommodation by us. In accordance with data protection law we have carefully weighed your interests and fundamental rights and freedoms against our interest to process your information and are satisfied that we are justified in processing your information for these purposes.

How long do we keep your information?

We only keep your information for so long as it is reasonably necessary. When setting our data retention periods, we consider the amount, nature, and sensitivity of the information we hold, the potential risk of harm from unauthorised use or disclosure of the information and the purposes for which we process the information (including whether we can achieve those purposes by other means). We also take into account our other legal obligations to keep or securely dispose of personal information.

Generally speaking, we retain your information for the following periods of time:

- a) once you submit your application, we keep it and any supporting information on file until we have reviewed it and made a decision. The decision making progress may require you to attend one or more interviews with us;
- b) if, once we have decided on your application, you are unsuccessful in obtaining a place with us, we will usually keep a record of your application for three months from notifying you of that fact. We do this so that we can answer any questions you might have; and
- c) if, once we have decided on your application, you are successful in obtaining a place with us, we will continue to process your information as set out in section 3B (*Residents*) of our full Privacy Notice (available from <http://www.thorners.org.uk/thorners-homes-privacy-notice/>). If you are placed on our waiting list then we will keep a copy of your details on file until accommodation becomes available for you, or you otherwise withdraw your application or your application is withdrawn for you (e.g. because you cease being eligible for accommodation with us).

Criminal conviction information will usually be confidentially destroyed or anonymised shortly after we make a decision about your application. If you become a resident with us then you will have the option to consent to us holding your health information on an ongoing basis. Very occasionally we may continue to process your health data beyond the application stage if we suspect your application is materially inaccurate or has been submitted in bad faith.



If we otherwise need to keep your information for a longer period then we will notify you of the reason and grounds for doing so.

Who is your information shared with?

- a) our trustees, on a need-to-know basis. Our trustees are subject to strict contractual obligations to keep your personal information confidential and secure and to comply with data protection law;
- b) government and regulatory bodies, where we have a legal obligation to do so;
- c) where you have consented for us to do so, your doctor or other medical professionals, who will have a strict professional duty to keep your personal information confidential;
- d) our outsourced IT providers may have access to your personal data on our IT systems if such access is required to enable them to resolve problems with our systems. Typically, your personal information will be encrypted before it is transferred to our hosts but in certain circumstances they may require access to unencrypted data. Our IT providers are subject to strict contractual obligations to treat your personal information with the utmost sensitivity, to keep it confidential and to comply with data protection law at all times;
- e) the third party who referred you to us; and
- f) our legal advisers or other professional advisers, if necessary to defend claims, protect our rights, or receive advice on compliance with the law. Such transfers will be protected by confidentiality obligations owed by our advisers.

To the best of our knowledge, understanding and belief, your information will not be transferred outside of the European Economic Area or to any country which is not approved by the European Commission. If this changes then we will let you know.

AUTOMATED DECISION MAKING

We do not make automated decisions about you based on your information. Should this change in the future then we will let you know.

YOUR RIGHTS

Under data protection law you have the following rights:

- a) if we are processing your data on the basis of your consent then you have the right to withdraw that consent at any time. Consent can be withdrawn by contacting us using the details set out in section 11 below. If you choose to withdraw your consent, then please note that:
 - i. the lawfulness of our historic processing based on your consent will not be retrospectively affected by your withdrawal of consent; and
 - ii. in certain circumstances, your consent to processing is necessary for us to provide accommodation to our residents. Accordingly, if you are an applicant and you withdraw consent to us processing your personal information then we will be unable to process your application. If this is the case, then we will let you know at the time you raise this with us;
- b) the right to access a copy of your information which we hold. This is called a 'subject access request'. Additional details on how to exercise this right are set out in section 7, below;
- c) the right to prevent us processing your information for direct marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us using the details set out in section 11, below;
- d) the right to object to decisions being made about you by automated means. We do not currently use automated decision making but we will let you know if this changes in the future;
- e) the right to object to us processing your personal information in certain other situations;
- f) the right, in certain circumstances, to have your information rectified, blocked, erased or destroyed if it is inaccurate;



- g) the right, in certain circumstances, to claim compensation for damages caused by us breaching data protection law;
- h) the right, in certain circumstances, to request that we erase, rectify, cease processing and/or delete your information; and
- i) in certain circumstances, the right to request the information we hold on you in a machine-readable format so that you can transfer it to other services. This right is called 'data portability'. Additional details on how to exercise this right are set out in section 7, below.

You also have the general right to complain to us (in the first instance) and to the Information Commissioner's Office (if you are not satisfied by our response) if you have any concerns about how we hold and process your information. Our contact details are set out in section 11, below. The Information Commissioner's Office website is www.ico.org.uk.

For further information on your rights under data protection law and how to exercise them, you can contact Citizens Advice Bureau (www.citizensadvice.org.uk) or the Information Commissioner's Office (www.ico.org.uk).

COOKIES

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our site.

Visitors to our site who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using our site. This will mean that some features of our site may not function properly without the aid of cookies.

ACCESS TO INFORMATION

Under data protection law you can exercise your right of access by making a written request to receive copies of some of the information we hold on you. You must send us proof of your identity, or proof of authority if making the request on behalf of someone else, before we can supply the information to you. Requests should be sent to us using the contact details in section 11 below.

You do not need to pay a fee to exercise this right unless you are requesting copies of documents you already possess; in which case we may charge our reasonable administrative costs. We are, however, allowed to charge you for our reasonable administrative costs in collating and providing you with details of the requested information which we hold about you if your request is clearly unfounded or excessive. In very limited circumstances, we are also entitled to refuse to comply with your request if it is particularly onerous.

In certain circumstances, you are entitled to receive the information in a structured, commonly used and machine-readable form.

THIRD PARTY WEBSITES

Our site may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note that these sites have their own privacy notices and that we do not accept any responsibility or liability for those notices. Please check their privacy notices before you submit any personal data to those websites.

DATA SECURITY

We will always store your digital information on secure servers. Unfortunately, however, the transmission of information via the internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of your information transmitted to our site or otherwise to our servers (such as by email). Any such transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

CHANGES TO OUR PRIVACY NOTICE

This notice was last updated on 25th May 2018. Any material changes we may make to our privacy notice in the future will be uploaded to our website and if the change is significant, we will send you the updated notice by email. Please check back frequently to see any updates or changes to our privacy notice.



IMPORTANT NOTICE

It is essential that you complete all sections of this application form. If a question is irrelevant, please write 'not applicable' or N/A. All financial questions including all income, benefits and savings must be declared. If you do not complete all sections, we may not be able to process your application.

CONTACT

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to Vicky Joynes, Thorners's Homes, 86 Thorners's Court, Henstead Road, Southampton SO15 2GU or enquiries@thorners.org.uk.

1. PERSONAL DETAILS

Title: <i>(Delete as applicable)</i>	Mrs	Miss	Ms
Surname			
Forename(s)			
Address:			
Post Code			
Landline no.			
Mobile No.			
E-mail			
Date of birth:			
Age:			
Nationality:			
Under the Immigration Act 2014 we are obliged to check the immigration status of all prospective residents. Please confirm you are entitled to reside in this country and can provide appropriate documentation if necessary.	YES/NO		
National Insurance Number:			
Are you widowed?	Yes / No	Date of Husband's death:	
Or, are you <i>(Delete as applicable)</i>	Single	Divorced	Separated

2. PRESENT ACCOMMODATION

Please TICK the type of accommodation you currently reside in	House	Flat with Warden Control	Other <i>(Please state)</i>
	Bungalow	Flat without Warden Control	
How do you occupy? <i>(Delete as applicable)</i>	Rented		
	Owner / Occupier		
How long have you lived at your current address?	Years		
If LESS THAN 10 YEARS , please give the last two addresses of where you have lived and the number of years at each address.			
First Address:	Second Address		



Landlord's Name:		Landlord's Name:	
Does anyone else live at your address?		Yes / No	
If YES, why?			
If you own a property, it is highly unlikely that we will be able to offer you accommodation. However, please complete this section and we will require a copy of the current valuation of the property and/or details of any outstanding mortgage.			
What is the current market value?		£	
What is your outstanding mortgage?		£	
If you do not own property, please complete this section:			
Who is your Landlord / Housing Provider?			
Are they related to you?		Yes / No	
If YES, please confirm relationship.			
What is your present monthly/weekly rent, before deducting housing benefit, if eligible?		£ per month / week <i>(please delete as appropriate)</i>	
Have you made an application to any other housing providers, including Local Authorities, for accommodation? If YES please complete the following questions:-			Yes / No
Name of Housing Provider			
Date of application			
Housing Provider's response			
If your housing need is registered with Southampton City Council, how many points have been accrued?			
Please state why you wish to leave your current accommodation?			
PETS			
The only pet which may be kept in a resident's flat, providing it is looked after and does not create a nuisance to others, is:- a budgie or canary in an appropriate size cage for one bird, or fish in a fish tank of up to 35 litres.			
Do you intend on bringing a caged pet with you if offered accommodation?			Yes / No
If yes, does it comply with the above rule?			Yes / No



3. HEALTH AND SOCIAL FACTORS

Are you able to look after yourself and lead a fully independent life? For example; showering, shopping, dressing, preparing meals, cleaning your flat.		Yes / No		
If No, please give further details on how you need assistance.				
Do you have difficulty climbing stairs? If yes, please give full details of difficulty.				
Would you need to use a lift?		Yes / No		
Do you require ground floor accommodation?		Yes / No		
Is your general health? <i>(Please delete as appropriate)</i>		<i>Good</i>	<i>Fair</i>	<i>Poor</i>
The Charity is moving towards being smoke free and will not allow smoking in the flats or near the flats, for all new residents. Please note this will includes resident's visitors.				
Do you smoke?			Yes / No	
Do you (and on behalf of your visitors) agree to not smoking in the flat or within 2 metres of the building.		Yes/ No	Please initial here	
Please provide brief details of all ongoing medical conditions or disabilities you have? <i>(All information provided will be treated in the strictest confidence)</i>				
Please give the name, address and telephone number of your usual doctor.				
Current Doctor:				
Address:				
Telephone No.				

Do you have any further health or social factors that you wish the Trustees to take into consideration?	
Do you have an active role in your local community? For example, do you attend any clubs? If YES, please give details	
Please give a full explanation, in your own words, why you have applied to Thorner's Homes charity for accommodation	



within their almshouse community, and describe briefly what you believe you can add to our community.
 (Please use a separate piece of paper if you wish)

EMERGENCY CONTACTS

Details of the person who can be contacted in the case of an emergency:

Name	
Address	
Landline no.	
Mobile No.	
Relationship to you (if any)	

NEXT OF KIN

Details of the person who can be contacted in the case of an emergency:

Name	
Address	
Landline no.	
Mobile No.	
Relationship to you (if any)	

4. FINANCIAL INFORMATION

To enable the Trustees to assess your application, please provide the following information:

INCOME & CAPITAL

Please give **FULL** details of your weekly / monthly income

This must include **ALL** employment. **EVERY** pension. **ALL** state benefits.

We will require proof of income

EMPLOYMENT

	Sum received?	£
Full-time employment	Weekly/Monthly/4 weekly	
Part-time employment	Weekly/Monthly/4 weekly	
Casual employment	Weekly/Monthly/4 weekly	

PENSIONS

	Sum received?	£
Government Basic State Pension	Weekly/Monthly/4 weekly	
Pension paid by a past employers	Yes / No	Weekly/Monthly/4 weekly
Company Name		
Pension paid by a past employers	Yes / No	Weekly/Monthly/4 weekly
Company Name		
Private pension	Yes / No	Weekly/Monthly/4 weekly



Private pension	Yes / No	Weekly/Monthly/4 weekly	
Annuities		Weekly/Monthly/4 weekly	
OTHER INCOME			
	Detail		£
Grants from a charity			
Financial assistance from a relative/friend			
From a trust fund			
Any other income / savings			
GOVERNMENT SOCIAL SECURITY BENEFITS			
Benefit	Sum received? Delete as appropriate		£
Pension Credit - Guarantee Credit	Weekly/Monthly/4 weekly		
Pension Credit - Savings Credit	Weekly/Monthly/4 weekly		
Universal Credit	Weekly/Monthly/4 weekly		
Bereavement Allowance (was Widows Pension)	Weekly/Monthly/4 weekly		
Attendance Allowance	Weekly/Monthly/4 weekly		
Employment & Support Allowance (ESA)	Weekly/Monthly/4 weekly		
Personal Independence Payment (PIP - new claims)	Weekly/Monthly/4 weekly		
Disability Living Allowance (DLA - old claims)	Weekly/Monthly/4 weekly		
Job Seekers Allowance (JSA)	Weekly/Monthly/4 weekly		
Income Support	Weekly/Monthly/4 weekly		
Housing Benefit	Weekly/Monthly/4 weekly		
Local Housing Allowance	Weekly/Monthly/4 weekly		
Council Tax Support/Reduction	Weekly/Monthly/4 weekly		
Working Tax Credit	Weekly/Monthly/4 weekly		
Pension Credit	Weekly/Monthly/4 weekly		
Carers Allowance	Weekly/Monthly/4 weekly		
Any other benefits not stated above:			
If you have stated you are in receipt of/eligible for Housing Benefit or Local Housing Allowance above, please confirm that you have attached your supporting documentation from either your Local Authority or the DWP?			YES / NO
If you have not enclosed the documentation, can you explain why?			



CAPITAL

Please provide details of **ALL** other capital

This must include **ALL** investments. **EVERY** account. **ALL** property.

We will require proof of income and sight of paperwork

Investments/Savings/Accounts:		£ Totals Held
Name of Bank Account		
Name of Bank Account		
Name of Online Bank Account		
Name of Online Bank Account		
Name of Building Society Account		
Name of Building Society Account		
Post Office Account		
National Savings (e.g. National Savings Certificates) including Value and date purchased		
Premium Bonds; Amount held		
Share Certificates and latest statement of value / income		
ISA – Total amount in each ISA		
Trusts; and latest statement of value / income		
Bonds; and latest statement of value / income		
Renting property or land that you own *		
Any other accounts or income not stated above		
*PROPERTY, INCLUDING DISPOSAL OF ASSETS WITHIN LAST 5 YEARS		
Owned		
• Evidence of ownership		
• Date of ownership / entered residence.		
• Evidence of value		
• Evidence of outstanding mortgage		
Shared Ownership		
• Evidence of ownership		
• Date of ownership / entered residence.		
• Percentage % owned		



<ul style="list-style-type: none">• Evidence of value	
<ul style="list-style-type: none">• Evidence of outstanding mortgage / equity release	
Have you disposed of a housing asset, or property in the last 5 years? <i>Please provide evidence of disposal value</i>	
Do you own any other property; including abroad. <i>Please provide evidence of value/income.</i>	
Have you ever owned the property you currently live in? <i>If so, in what circumstances did you cease to be the owner.</i>	
Please provide evidence of addresses over the past 5 years.	
EXPENSES	
Current rent information <i>Tenancy, rent statement</i>	
Borrowing <i>Do you have any loans or other debts outstanding; please bring evidence.</i>	



Details of other expenditure	Amount Per Week £
Total	

CRIMINAL CONVICTIONS:

We are communal almshouse living and we request that you declare if you have any criminal convictions:

Do you have any criminal convictions? **YES / NO** (delete as applicable)

If, yes, please provide further information. Please note that a conviction will not automatically exclude you from being considered as an applicant, but the Trustees need to be fully aware of your circumstances.

Any failure to divulge such information, may result in your dismissal from the almshouses.

6. DETAILS OF TWO REFEREES

Please provide the names, addresses and telephone numbers of two independent referees one to be your current landlord, the length of your tenancy/occupation (if applicable).



If you do not consent to your referees being contacted or if you do not complete the declaration below the Trustees will not be able to process your application. The Charity reserves the right to request proof of any information given to ensure it is correct.

Full Details of Current Housing Provider:	
Address:	
Email Address:	
Telephone No:	
Details of Independent Referee and their relationship to you:	
Address:	
Email Address:	
Telephone No:	

Declaration

I hereby certify that:

1. To the best of my knowledge and belief, the information I have given in this form is complete and accurate and I have provided my answers in good faith.
2. I agree to inform the Charity of any relevant changes in my circumstances.
3. I accept that if I am appointed as a resident, I shall not be a tenant but a beneficiary of the Charity, the weekly sums I pay are 'maintenance contributions' and not 'rent'.
4. I have been made aware that the beneficiaries of the Charity have no 'Right to Buy' and have no legal interest in any Almshouse accommodation.
5. I understand that it may be an offence to give false or misleading information or to knowingly withhold information which is relevant to this application. Any incorrect statements could result in my removal from the Charity's waiting list. If appointments are granted on the basis of false or materially incomplete information, then the Trustees reserve the right to begin proceedings to set aside the appointment.

Signature of applicant:	
Print name:	
Date:	



Check List

Completed all sections

Enclosed supporting documents (if required)

Signed declaration above

Ticked four boxes & signed consent on page 11

Signed consent on page 13

Signed consent on page 15



Intentionally left blank



Credit Reference consent

Thorner's Homes **may** wish to carry out a Credit Check with a Credit Reference Agency.

Please sign and date your acceptance.

Signature of applicant:	
Print name:	
Date:	



Intentionally left blank



Data protection consents

In order to establish your eligibility to receive accommodation from us, it is necessary that we obtain your consent to all **three** of the following sections.

Processing consent

The Charity can only offer accommodation to eligible applicants. In order for us to confirm your eligibility, we need to process your health information and (if applicable) your criminal conviction information.

Except for when we discuss your health information with your doctor, all information is kept completely confidential at all times. We only keep your personal information for as long as we need to in order to make a decision on your application.

Full information about how we collect, use, store and share your personal information is set out in our Privacy Notice for applicants, a copy of which is at the beginning of this form. You can also view our main Privacy Notice on our website at <http://www.thorners.org.uk/thorners-homes-privacy-notice/>. You can request a further paper copy of our Privacy Notice by contacting our Administration Office on 02380 636772.

Please read the following statements and tick the boxes to indicate your consent. Regrettably, if we do not receive your consent to **all our statements** then we will be unable to process your application and you will be refused accommodation with us. This is because we need to be able to fully assess your eligibility in accordance with the Charity's purposes and under data protection law we need your consent to do this.

1. I have read Thorner's Homes Privacy Notice and have understood how my personal information will be used by the Charity as part of the application process.
2. I consent to Thorner's (including its Trustees) processing my 'special category' information (which includes medical and genetic information) in accordance with the Charity's Privacy Notice.
3. I separately consent to Thorner's (including its Trustees) processing my criminal conviction information in accordance with the Charity's Privacy Notice.
4. I understand that this processing is strictly necessary for Thorner's to consider my application for accommodation and that if I refuse my consent or later withdraw my consent, my application will have to be refused.

Signature of applicant:	
Print name:	
Date:	



Intentionally left blank



Medical Record Consent

I understand that my health records contain information from almost all consultations I have had with health professionals. The information they contain usually includes:

- why I saw a health professional;
- details of clinical findings and diagnoses;
- any options for care and treatment the health professional discussed with me;
- the decisions made about my care and treatment,
- including evidence that I agreed; and
- details of action health professionals have taken and the outcomes.

Having read Thorner's Homes' Privacy Notice, I understand that my records and medical information may be seen by people within the Charity who are not health professionals, but they will keep the information confidential and will deal with it strictly in accordance with data protection law (which shall include the General Data Protection Regulation (GDPR)).

I hereby consent to the health professional named below disclosing my health records to Thorner's Homes, a registered Almshouse Charity, for the purposes of assessing my eligibility for receiving accommodation from the Charity.

Medical Professional's name:	
Surgery Address:	
Email Address:	
Telephone No:	
Signature of applicant:	
Print name:	
Date:	

Note to medical professional:

Thorner's Homes' Privacy Notice can be accessed on our website at www.thorners.org.uk

If you have any queries regarding this consent or Thorner's Homes' compliance with data protection law, please speak to the Charity's Data Protection Officer by phone on 023 80636772 or by email to enquiries@thorners.org.uk.



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Accommodation Information Consent

Thorner's Homes, a registered Almshouse Charity, requires information about my current housing arrangement in order to process my application for accommodation. This information is necessary for Thorner's to assess my eligibility to receive accommodation from the Charity. I have been provided with a copy of Thorner's Privacy Notice and understand how the information will be processed.

I hereby consent to the person named below, being my previous landlord or housing provider, releasing information about my current accommodation to the Charity.

Landlord/housing provider name:	
Address:	
Email Address:	
Telephone No:	
Signature of applicant:	
Print name:	
Date:	

Note to landlord/housing provider:

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