

## Housing Benefits Sharing Information With Your Landlord

Sharing information with your landlord can help us deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. However, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to your landlord.

**Under the Data Protection Act we need your permission to share information and you can do this by signing the form below.**

If you give us permission we will be able to tell your landlord:

- Whether you have claimed or renewed your claim for Housing Benefits and, if so, whether we have made a decision on your claim: or,
- If we need further information to make a decision on your claim, and what that information that may be.

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 this form, 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 give us permission but then change your mind, we will follow your wishes. Just contact us to let us know.

**I give Bolton MBC permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.**

**Name:**

**Address:**

**Signature:**

**Date:**

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**HB reference number:**