



TENANT CONTACT DETAILS FORM

Haig Housing Trust has recently updated their computer systems and we would like to ensure we hold the correct information for you. We would also like to take this opportunity to understand your preferred method of contact so that we can look at ways of improving our communication with you.

Email addresses

The Trust is also moving to greater use of email in this digital era. While there will continue to be periodic letter mail-outs and the twice yearly printed Newsletter, we will be using email in some instances where we need to pass important information to you, either for Health & Safety reasons (such as regarding the coronavirus or fire safety) or in the management of your tenancy. For this we need to know your email address if you have not previously provided it and will use this solely in accordance with Data Protection requirements: there is a short note regarding this overpage and you have previously been issued with a copy of our Privacy Notice.

We also intend to issue a quarterly e-newsletter which will contain useful information about both the Trust as well as other things that we think you may be interested in, such as how to order replacement medals and about the long-awaited Veterans ID card. Data Protection regulations require that you have to opt-in to receive such information – and we have indicated that below. We will not use this for marketing purposes and we will never pass your personal data (such as contact information) to anyone outside the Trust without your permission except where it is necessary to do so in managing your tenancy (such as with a repairs contractor). In these instances we ensure that the contractor is first signed up to a Data Processing Agreement which safeguards your data.

Please complete and return this form in the envelope provided. We will then update our records accordingly. However should any of this information change in the future, please remember to advise us.



TENANT CONTACT DETAILS FORM

Full Name	
Address	
Post Code	
Date of Birth	
National Insurance No.	
Email Address	
Email permission	Yes / No
(i.e. can we also use this for non-essential communication such as sending you an e-newsletter?)	
Mobile Telephone No.	
Preferred method of contact	Email / Letter / Phone
Do you require large font letters?	Yes / No
Marital Status	Single / Married / Divorced / Cohabiting / Widowed / Separated / Prefer not to say*
Gender	Male / Female / Prefer not to say*

* Delete as required

Signature: Date:

DATA PROTECTION ACT 2018

1. All personal data that Haig Housing Trust (the "Trust") may use will be collected, processed, and held in accordance with the provisions of the Data Protection Act 2018.
2. This Act also requires that any organisation or agency that the Trust passes your personal data to and for which it has gained your consent to do so to must also process your data strictly in accordance with the Data Protection Act (DPA) 2018. This includes limiting those who have access to it, electronically and on paper, and deleting permanently this data when there is no longer any requirement to retain it or consent is withdrawn.
3. For complete details of the Trust's collection, processing, storage, and retention of personal data including, but not limited to, the purposes for which personal data is used, the legal basis or bases for using it, details of your rights and how to exercise them, and personal data sharing (where applicable), please refer to the Trust's Privacy Policy which can be found on our website www.haighousing.org.uk or can be obtained by emailing communications@haighousing.org.uk or by telephoning 020 8685 5777. Beneficiaries will already have been provided by post or on being signed up with a Privacy Notice.