

REQUEST FOR RESIDENTIAL ACCOMMODATION

PLEASE COMPLETE IN BLOCK CAPITALS AND FILL ALL SECTIONS OF THE FORM

SINGLE / DOUBLE OCCUPANCY (please delete as appropriate)

PERSONAL DETAILS

Title:
Forenames:
Surname:

MALE / FEMALE

Date of Birth:/...../.....

Current Address:
.....

Postcode

Contact No:

Email address:

2nd APPLICANT (if required)

Title:
Forenames:
Surname:

MALE/FEMALE

Date of Birth:/...../.....

Current Address:
.....

Postcode

Contact No:

Email address:

Will rent be paid by applicant(s) YES / NO

Does the applicant have their own transport:
YES / NO

Vehicle reg number:

Has the applicant been in staff housing here before
YES / NO

If so, when:

From when accommodation is required:

Last night accommodation required:

EMPLOYMENT DETAILS

Employer:

Unit:

Dept:

Head of Dept:

Tel No:

Applicant's Job Title:

Grade:

Is the applicant a student? YES / NO

If Yes, name of college:

Course Name:

Signed

Name

Head of Department/Divisional Head
I support the above-named person's application

Signed

Name..... Date.....

Accommodation Office Privacy Notice

Background

This notice provides information as required by the Data Protection Act 2018 about how the Accommodation Office handles your personal data in relation to your application for residential accommodation.

Purposes for processing your personal data.

- Identity verification
- Tenancy management provisioning, promotion, support and payments
- Incident Management
- Health & safety management
- Car parking management
- Prevention and detection of crime

Legal basis for processing

- **DPA 2018 - Article 6 (1) (b)** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract,

Categories of personal data we shall process.

- Identity verification information
- Demographic and contact related information.
- Employment related information
- Vehicle related information if applicable
- Payment related information

Retention of data

- **10 years** after completion of the. tenancy period

Categories of Recipients

- Your representative, parent, carer
- Your employer
- Elecosoft, a supplier who provide our tenancy fault reporting and work order system.
- NNUHFT Archive Vaults – storage of paper records

Your Rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Object to processing** of your personal information where there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Make a complaint** at any time to the Information Commissioner's Office (ICO), via www.ico.org.uk the UK supervisory authority for data protection issues.

Support, Questions & Further Advice If you want to exercise your data subject rights, have any questions about this privacy notice or about how the Accommodation Office handles your personal information, please contact **nao@nnuh.nhs.uk**