

# Application Part 1: Personal Information

## Confidential

### YOUR APPLICATION:

Single Living Accommodation\*

Cottages

Have you been in Erskine before? Yes  No

Who recommended Erskine to you? (e.g. SSAFA, Citizens Advice)

.....

### YOUR MILITARY SERVICE DETAILS: (Proof of service must be provided)

Branch of Service: (e.g Army, RN, RAF, MN) .....

Service No: .....

Regiment, Ship etc: .....

Date of Joining: .....

Date of Discharge: .....

Details of where you served and rank:

.....

Decorations: .....

### YOUR DETAILS:

Name: .....

Date of Birth: .....

Home Address: .....

..... Postcode: .....

Email Address: .....

Tel No: .....

National Insurance No: .....

Married  Widowed  Single

Separated  Divorced  Partner

### Cottage applicants only:

Details of any person who will live permanently with you in the property or who will have to stay regularly (including children).

Full Name: .....

Sex: ..... Date of Birth: .....

Relationship: .....

.....

Full Name: .....

Sex: ..... Date of Birth: .....

Relationship: .....

### YOUR DETAILS CONTINUED ...

Full Name: .....

Sex: ..... Date of Birth: .....

Relationship: .....

.....

Full Name: .....

Sex: ..... Date of Birth: .....

Relationship: .....

.....

Full Name: .....

Sex: ..... Date of Birth: .....

Relationship: .....

### CURRENT SUPPORT:

Do you have contact with a Social Work department?

Yes  No

If 'Yes' can you give the name of your social worker and the address of the office?

Name of Social Worker: .....

Address of Social Worker: .....

..... Postcode: .....

Email Address: .....

Tel No: .....

### DISABILITY:

Applicant  Other person

Nature of Disability: .....

.....

Registered Disabled: Yes  No

Details of any conditions which would assist us to assess the application: .....

.....

Injured on Duty: Yes  No

War Pension: Yes  No

War Pension Percentage: ..... %

AFCS Payment: Yes  No

\* Cohabiting is not permitted in Single Living Accommodation.

**DECLARATION:**

If necessary, we may wish to obtain further information from agencies listed on these forms to support your application. If you have any queries or difficulties with this form please contact the Facilities Office on 0141 812 1100.

Signature of Applicant: .....

Date: .....

**YOUR DATA:**

By ticking this box you are agreeing to Erskine processing your data in accordance to the Applications Privacy Notice.

**RETURN ALL FORMS TO:**

Facilities Office, The Erskine Home, Bishopton, PA7 5PU.  
or Email: [accommodation@erskine.org.uk](mailto:accommodation@erskine.org.uk).

**Application Part 2: Financial Details**  
**Confidential**

**YOUR INCOME:**

	Applicant	Partner
Applicant's/Spouse's/Partner's take home pay: (earnings after deduction of tax and National Insurance)	£ a week	£ a week
Contribution by any other member of Household:	£ a week	£ a week
Universal Credit:	£ a week	£ a week
Child Benefit:	£ a week	£ a week
One Parent Benefit:	£ a week	£ a week
State Retirement Pension:	£ a week	£ a week
Other State Benefit:	£ a week	£ a week
Military Service Pension:	£ a week	£ a week
War Pension:	£ a week	£ a week
War Disability Pension: (War Disability Percentage %)	£ a week	£ a week
Retirement Pension from employer/pension scheme:	£ a week	£ a week
Other income: (DLA, Maintenance, etc)	£ a week	£ a week
Interest on savings:	£ a week	£ a week
Child maintenance payments received:	£ a week	£ a week
<b>TOTAL INCOME</b>	<b>£ a week</b>	<b>£ a week</b>

**PRESENT EMPLOYMENT:**

Current role: .....

Name and Address of Present Employer: .....

.....

.....

.....

..... Postcode: .....

Telephone Number: .....

Name of Contact: .....

Position of Contact: .....

**YOUR CURRENT ACCOMMODATION:**

Please tick your present housing situation:

Service accommodation  Living with family

Local authority (LA)  Living with friends

Housing Association (HA)  Women's refuge

Private Rental  Hostel/Bed and Breakfast

Owner occupier  Mobile home/caravan

Tied to employment  Homeless

Other - give details: .....

Do you receive Housing Benefit? Yes  No

If 'yes', is it for all or part of the rent: All  Part

**PLEASE TELL US ABOUT YOUR CURRENT ACCOMMODATION:**

Type of home:

House  Flat  Maisonette  Other

Number of Bedrooms: .....

Do you share part of your current home with people other than those you have indicated in this application?

Yes  No

If 'yes', what is your relationship to those other people?

.....

**NAME AND ADDRESS OF CURRENT LANDLORD:**

Landlord's Name: .....

Landlord's Address: .....

.....

.....

..... Postcode: .....

Telephone Number: .....

Date moved in: .....

**WHY DO YOU NEED TO LEAVE YOUR CURRENT ACCOMMODATION:**

Details: .....

.....

.....

.....

.....

.....

\* If you are under Notice to Quit, Notice of Seeking Possession or Court Order please provide us with a copy.

**ACCOMMODATION CHARGES:**

How much is your current rent (before deduction of Housing benefit): £.....

**PETS:**

No pets allowed without written permission from Erskine.

**PREVIOUS ADDRESS:**

If you have lived at your address for less than three years, please give details of your previous landlord, address and reason for leaving.

Landlord's Name: .....

Landlord's Address: .....

.....

.....

..... Postcode: .....

Telephone Number: .....

Date moved in: .....

Date you left: .....

Reason for leaving: .....

.....

.....

**HOME OWNERSHIP:**

Do you, or your spouse, currently have a legal or financial interest in any property? Yes  No

If 'yes', please give details:

Address of property: .....

.....

..... Postcode: .....

Is there a mortgage outstanding? Yes  No

If 'yes', how much? £.....

Name and address of lender: .....

.....

..... Postcode: .....

Is the property on the market? Yes  No

Valuation of property: £.....

Have you, or you partner had a legal or financial interest in any property in the last 10 years? Yes  No

If 'yes', please confirm your interest i.e 20%, joint or sole ownership

.....



**INTRODUCTION:**

This privacy notice explains what personal information we collect and hold about you and how we use the personal information we collect about you when you apply for a tenancy at one of Erskine's single living apartments or cottages.

Erskine is committed to being transparent about how it collects and uses personal data to meet its data protection obligations under the General Data Protection Regulation (GDPR).

**WHO IS ERSKINE?**

**Erskine's company number and contact information:**

Erskine (Erskine Hospital) is registered with the Information Commissioners Office (ICO) as "Data Controller" ICO Registration Number: Z7459440

**Contact Details for Erskine's Data Protection Officer are:**

Data Protection Officer  
Erskine Home  
Bishopton  
PA7 5PU  
Telephone: 0141 8121100  
Email: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk)  
Website: [www.erskine.org.uk](http://www.erskine.org.uk)

**THE LAWS AND REGULATIONS:**

The law that governs personal data in the UK and the EU is:

- General Data Protection Regulation ("GDPR").

The independent authority that upholds information rights in the public interest in the United Kingdom is the Information Commissioner's Office (the "ICO"). Further information can be found at <https://ico.org.uk>.

**INFORMATION WE MAY COLLECT FROM YOU:**

Erskine collects information from you via a variety of sources, including when you complete one of our forms, apply for tenancy at one of our single living apartments or cottages, when you call, write, e-mail or meet with us or visit our website.

**ERSKINE COLLECTS A RANGE OF INFORMATION ABOUT YOU:**

This includes:

- Your name, address and contact details, including email address and telephone number
- Marital status
- Details of anyone authorised to act on your behalf (if applicable)
- National insurance number (your unique identifier)
- Details of your military service, including service number and decorations
- Current level of support, current accommodation details
- Financial information, including benefit entitlements

We may receive information about you from third parties including:

- Social services
- Referees
- Previous landlord

We will only discuss or communicate your application details with those named on the application form or those authorised (temporarily or permanently) by you.

We will keep and use it to enable us to effectively operate the business and in managing our relationship with you in the delivery of care, occupancy or other services to you;

- Effectively
- Lawfully
- Appropriately
- Transparently

We operate a CCTV system at all Erskine premises for the detection and prevention of crime. It operates continuously and recordings are held for 6 weeks.

Erskine conducts surveys regularly and periodically relating to our services in order to gauge satisfaction and make improvements based on feedback.

We may also take photographs at Erskine events, at our premises and in our grounds to use for general marketing and publicity. However, photographs of individuals will only be used for those purposes with your consent.

#### **HOW WE WILL USE YOUR INFORMATION:**

Erskine will only use your personal information when the law allows us to.

The legal basis for processing your personal data will be:

- Erskine has a legitimate interest in processing personal data during the tenancy application process and for keeping records of the process
- Processing data from tenancy applicants allows us to manage occupancy levels, assess and confirm accommodation suitability

The condition for processing special categories of data will be:

- Your explicit consent

The situation in which we will process your personal information are listed below:

- To assess your eligibility and qualification for a tenancy in one of our cottages
- To assess your eligibility and qualification for tenancy in one of our single living apartments
- To assess any additional or specialist levels of care or support required

#### **HOW INFORMATION IS RETAINED AND KEPT SAFE?**

Erskine operates a range of information and communications systems and technologies for efficient operation and delivery of our services. Personal information is stored and managed within those Information Systems (IS) which are maintained to achieve a high level of Confidentiality, Integrity and Availability (CIA) including following best practice cyber security standards. We hold information in IT systems which may be copied for testing, backup, archiving and disaster recovery purposes. All data is held within the UK.

#### **HOW DO WE KEEP INFORMATION CONFIDENTIAL?**

Our guiding principle is that we are holding your information in strict confidence and in compliance with the General Data Protection Regulation (GDPR). In compliance with Erskine policies, all staff are required to protect information, inform you of how your information will be used and allow you to decide if and how your information can be shared.

#### **WHAT WE WILL NOT DO:**

- We will not send you unsolicited marketing material. We will not sell your personal data on to third parties
- We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law or we have your explicit permission to do that
- We will not transfer or store your personal data outside of Europe (the European Economic Area) outside of the control of the UK / European regulations

#### **HOW WE WILL COMMUNICATE WITH YOU:**

Erskine needs to communicate with our tenants and this will usually be in writing or by telephone. Our tenants receive newsletters and updates, also opportunities for involvement at events, but you may opt-out of this by contacting [internalcommunications@erskine.org.uk](mailto:internalcommunications@erskine.org.uk) stating your name and address.

#### **WHO WILL THE INFORMATION BE SHARED WITH:**

To provide the best possible support and services, Erskine may share your personal information with third parties, either because you have consented to allow us to do so or for legal reasons. Sometimes we will need to share information about you with Health and Social Care organisations and regulatory bodies. Information sharing is governed by specific rules and law and must comply with the General Data Protection Regulation (GDPR).

#### **YOUR RIGHT TO WITHDRAW CONSENT FOR US TO SHARE YOUR PERSONAL INFORMATION:**

You have the right to refuse/withdraw consent to information processing and sharing at any time. We will fully explain the possible consequences to you, which could include impacting on the delivery of care and/or services to you.

#### **YOUR RIGHT TO COMPLAIN:**

In the event that you wish to make a complaint about how your personal data is being processed by Erskine or third parties under contract to Erskine, you can complain to Erskine's Data Protection Officer. If you do not get a response within 30 days you have the right to lodge a further complaint with the (ICO) Information Commissioners' Office.

If you have any questions or concerns regarding the information we hold on you, the use of your information or would like to discuss further, please contact Erskine's Data Protection Officer:

#### **Erskine Data Controller Contact Details:**

Data Protection Officer  
Erskine Home  
Bishopton  
PA7 5PU  
Telephone: 0141 8121100  
Email: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk)

#### **Supervisory Authority Contact Details (ICO)**

The Information Commissioner's Office - Scotland  
45 Melville St  
Edinburgh  
EH3 7HL  
[scotland@ico.org.uk](mailto:scotland@ico.org.uk)  
0303 1231115

## **YOUR RIGHTS AS A DATA SUBJECT:**

At any point while we are in possession of or processing your personal data, under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data.

All Data Subjects have the following rights:

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing
- Right of portability – you have the right to have the data we hold about you transferred to another organisation
- Right to object – you have the right to object to certain types of processing such as direct marketing
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling
- Right to judicial review: in the event that Erskine refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined above

## **HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?**

Erskine will not retain your personal information for longer than required.

We will keep your personal information:

- For as long as required by law
- Until we no longer have a valid reason for keeping it
- Until you request us to stop using it.

We may keep just enough of your personal information to ensure that we comply with your requests not use your personal information or comply with your right to erasure. For example, we must keep your request to be erased even if it includes your personal data.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

If you have questions about our Data Retention Policy, we can provide you a copy. Please contact: [dpo@erskine.org.uk](mailto:dpo@erskine.org.uk).

## **ACCESS TO YOUR PERSONAL DATA:**

Erskine will accept the following forms of ID when information on your personal data is requested:

A copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required.

If Erskine is dissatisfied with the quality, further information may be sought before personal data can be released.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Through agreeing to this privacy notice you are consenting to Erskine processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing the Data Protection Officer (Details above).

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **YOUR DUTY TO INFORM US OF CHANGES:**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

## **CHANGES TO OUR PRIVACY NOTICE:**

Erskine may change this notice from time to time in the future. Any such changes will be posted on the Erskine Website and, where appropriate, notified to you in writing. This privacy notice will be reviewed on an annual basis. We advise you to check back frequently to see any updates or changes.

**This notice was last updated in May 2018**