



**Doncaster  
Council**

**SIA**  
Housing Benefit and Council Tax Support Section  
Civic Office,  
Waterdale, Doncaster.  
DN1 3BU  
Telephone: 01302 735336

## **Sharing information with your landlord**

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission. Under the Data Protection Act 1998 we need permission to discuss anything else.

If you give us permission, we would be able to tell your landlord whether:

- You have claimed Housing Benefit;
- We have made a decision on your claim;
- We have made a payment to you; or
- We need more information to make a decision on your claim, and, in general terms, what the information may be.

We will not give your landlord any information about your personal or household circumstances, or your financial circumstances.

You can withdraw your permission at any time by writing to us.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord. If you want to give us permission to discuss your claim with your landlord, please sign below.

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

**Name:**

**Address:**

**Signature**

**Date:**

**Reference number (if known):**