



New Household Member Form
Valid From: July 2022
Valid To: July 2024
Version: 1.6

This form is to be used if someone moves into a tenant's home to live on a long-term basis. We require photo identification of the person who is moving in.

Tenant Details

Tenant Name(s):
Tenant Address:
Tenant Telephone Number:
Tenant Email Address:

New Household Member Details

Title:	
First Name:	Surname:
Date of Birth:	
Telephone Number:	
National Insurance Number:	
Relationship to Tenant:	
Nationality:	
Employment Details:	
Previous Address:	

<p>Please circle Yes or No to the following statements:</p> <ul style="list-style-type: none">• Do you have a history of substance misuse? – Yes / No• Do you have any health or mobility problems? – Yes / No <p>If you have answered yes to any of the questions above, please give further information:</p>
<p>Do you have any criminal convictions or have you ever been involved with the Police in any other capacity? – Yes / No</p> <p>If you have answered Yes to the question above, please give further information:</p>
<p>Proof of ID (inc. photo) provided and copy on file? Yes / No</p>

Introduction:

What is personal information?

How do we use your information?

- To manage the tenancy where you reside.
- To conduct surveys and statistics on tenant and household profiles in order to improve services and report on our performance.
- To provide you with information about EPIC or other services that may be of interest to you.
- To enable us to comply with our legal and regulatory obligations.
- To assist you in accessing help, advice and support that we or our partners offer.

We may need to provide your personal details such as name, address and contact details to our contractors and supplier of services to ensure that you receive services such as responsive repairs, planned maintenance, garden maintenance and other services you are entitled to.

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applicable laws and lawful requests, this could include disclosing personal details to Stoke on Trent City Council or the Department for Work and Pensions. We may also be required to provide information to our Regulators.

Storing your personal information

We are committed to protecting your personal details and so keep your information locked in a secure place at all times.

Ensuring the accuracy of your personal information

We are committed to keeping your personal details accurate. Please inform staff of any changes in your personal details. You may have access to your personal details upon request.

Your consent—We require you to sign to give your consent to using and storing your information.

I give consent to EPIC to hold and process personal information (including sensitive personal data as set out) that I have provided or will provide in the future to perform the functions of EPIC as set out in the Privacy Policy above.

I agree to provide a photograph of myself and that you can keep the photographs for as long as I remain a member of the household.

Name (Household Member):

Signature:

Date:

***Sensitive personal data** means personal data consisting of information as to (a) the racial or ethnic origin of the data subject, (b) his/her political opinions, (c) his/her religious beliefs or other beliefs of a similar nature, (d) whether he/she is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) his/her physical or mental health or condition, (f) his/her sexual life, (g) the commission or alleged commission by him/her of any offence, or (h) any proceedings for any offence committed or alleged to have been committed by him/her, the disposal of such proceedings or the sentence of any court in such proceedings.

For Internal Use Only

Checks Completed – Yes / No
Please attach any information

Housing Officer / Compliance Manager informed? Yes / No / Not Applicable