

DETAILS OF KINGDOM HOUSING ASSOCIATION TENANTS SEEKING A MUTUAL EXCHANGE

We intend to publish details on our web site of those of our tenants who are currently looking for a mutual exchange. If you wish your details to be available, please enter them below but be aware that all the information you disclose will then be in the public domain and available to anyone who accesses our web site.

We are happy to assist by making your details available, however we will not liaise with or match up any tenants who wish to act on the information you provide.

Name			
Address			
Home Tel		Mobile	
E-mail			
Details of Present Property			
<u>Size and Type of Property</u>			
<u>Monthly Charges</u>			
<u>Location</u>			
<u>Local Amenities</u>			
Areas of Choice for Mutual Exchange			
<u>Size and Type of Property Required</u>			

I agree to Kingdom Housing Association Limited making this information available as an entry on their website or in any other format in order to progress my request for a mutual exchange.

Signed: _____
(Tenant)

Date: _____

Signed: _____
(Joint Tenant)

Date: _____

DATA PROTECTION STATEMENT

We will use the information you give in this form, and in any supporting evidence you send us, to update our file systems. We may pass the information to other agencies or organisations as allowed by the law and in accordance with our Registration with the Information Commissioner. Kingdom is registered under the Data Protection Act with the office of the Information Commissioner. Kingdom Housing Association Limited is the Data Controller for the purposes of the Data Protection Act. As the Data Subject you have the right to access the information we hold on you. If you wish to exercise this right please contact our office and ask for a Data Subject Access Request Form.

For Office Use Only	
Date information received	
Satisfactory report from CAT	
Satisfactory report from HM	
Date entered on web site	
Entered by	
Applicant informed	