

Leeds Benefits Service  
2 Great George Street  
Leeds  
LS2 8BA

Tel: 0113 222 4404  
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LCC.Benefits@leeds.gov.uk

## Information Sharing Agreement

**Your Local Housing Allowance will no longer be paid to your landlord which means that we cannot discuss your claim with your landlord if he or she contacts us.**

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 date your tenancy started.

In these circumstances we can contact your landlord without your permission. Under the data protection Act 1998 we need your permission to discuss anything else with your landlord.

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

- You have claimed or renewed your claim for Housing Benefit, or
- We have made a decision on your claim, or
- We need more information to make a decision on your claim and what the information may be.

We will not give your landlord any information about:

- Personal circumstances which relate to you and your family
- Your finances

You can withdraw your permission at any time.

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 and return to the address at the top of this page.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Claim Number:** \_\_\_\_\_

I give Leeds Benefits Service permission to share information about the progress of my claim with my landlord or their representative.

My Landlord / Representative name is: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_