



ST LUKE'S HOUSING SOCIETY  
MCMASTER HOUSE

## Application for Sheltered Housing

Please read the guidance notes carefully before completing this application. St Luke's Housing Society Ltd is a small, registered provider of Social Housing. Our scheme at McMaster House is a Sheltered Housing scheme offering independent living for residents over the age of 55 years old. On occasions, we may also accept applications from applicants over 50 if their needs are exceptional.

As we are a small scheme, we advise all applicants to also apply to go on the local authority's General Housing Register by contacting the local council.

All of properties at McMaster House are purpose built for Sheltered Housing, this means that anyone living here has their own flat with shared areas such as hallways. Sheltered housing enables older people to live independently with the reassurance of 24-Hour Warden Control Alarms should an emergency arise.

We have a small but dedicated team of staff on site most weekdays, available to deal with tenancy, support and repair issues.

Please contact us on the contact details enclosed if you would like more information on the services we offer.

To live at **McMaster House**, you must:

- ✓ Be over **55 years of age** (we may consider application for people over 50 if there is a disability or health need).
- ✓ Be able to live independently.
- ✓ Complete a **Housing Needs Assessment** with a staff member.
- ✓ Provide **Proof of identity** – For example, a photocopy of you and your spouse/partner's birth certificates, passports, or driving licenses.
- ✓ Pass **Affordability Checks** and provide evidence that you are and able to afford the rent.
- ✓ **Proof of where you live** – For example, a copy of your tenancy agreement, bank statement, or utility bill.
- ✓ Pass satisfactory **Landlords Reference** checks.
- ✓ Please note we do not allow pets.

- ✓ Please note, we are not a Registered Care Provider and we do not employ Care or Medical staff to carry out personal care. Any care is related around tenancy, welfare and signposting to support agencies.

Please ensure you send us copies of all the supporting information we ask for. We cannot process your application without it.

## Completing this form:

- Where a yes/no answer is required, please complete as appropriate. If a tick is required, please put a tick in the appropriate box.
- Please read the questions carefully and answer all the questions that apply to you.
- If you need more space for an answer, please attach further sheets of paper as necessary.

### Declaration

Please read the declaration at the end of this form carefully and then sign it. If it is a joint application, both applicants must sign.

The form should then be sent to:

**St Luke's Housing Society Limited**  
**McMaster House, 7 Latimer Road, Headington, Oxford, OX3 7PX**

Or emailed to both addresses below:

[jo.kirby@saintlukeshs.uk](mailto:jo.kirby@saintlukeshs.uk)

[beverley.barrett@saintlukeshs.uk](mailto:beverley.barrett@saintlukeshs.uk)

Please ensure that you have included copies of all the relevant supporting information we have asked for.

### The General Data Protection Regulation (GDPR)

The Association takes its responsibilities for protecting your data seriously and a copy of our Privacy Notice is appended to this form. This explains what information we collect from you, how we use it and for how long. It also explains your rights as a data subject.

If you need help to complete this form please contact us on details above or phone 01865 769726



**PLEASE COMPLETE ALL SECTIONS, USING BLOCK CAPITALS**

1. PERSONAL DETAILS			
Applicant 1	Applicant 2		
Mr/Mrs/Ms/Miss/Other - <i>please state:</i>	Mr/Mrs/Ms/Miss/Other - <i>please state:</i>		
Surname:	Surname:		
First name(s):	First name(s):		
Date of birth:	Date of birth:		
Address:	Address:		
Postcode:	Postcode:		
Tel. No. (home):	Tel. No. (home):		
Tel. No. (mobile):	Tel. No. (mobile):		
E-mail address:	E-mail address:		
National Insurance number:	National Insurance number:		
Date you moved into current home:	Date you moved into current home:		
What is your first language?	What is your first language?		
2. CURRENT ACCOMMODATION			
a) What kind of accommodation are you currently living in? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> House  <input type="checkbox"/> Bungalow  <input type="checkbox"/> Maisonette  <input type="checkbox"/> Studio Flat  <input type="checkbox"/> Lift  <input type="checkbox"/> Stair lift               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Flat  <input type="checkbox"/> Hostel  <input type="checkbox"/> Bed &amp; Breakfast  <input type="checkbox"/> Mobile home/caravan  <input type="checkbox"/> Parking  <input type="checkbox"/> Property with adaptations – please specify below                  .....                  .....               </td> </tr> </table>		<input type="checkbox"/> House <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Studio Flat <input type="checkbox"/> Lift <input type="checkbox"/> Stair lift	<input type="checkbox"/> Flat <input type="checkbox"/> Hostel <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Mobile home/caravan <input type="checkbox"/> Parking <input type="checkbox"/> Property with adaptations – please specify below ..... .....
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b) Have you been asked to leave your current home? Please tick any boxes which apply to you.

I have been served with a Notice of Seeking Possession or Notice to Quit by my landlord

My home is being repossessed

Other (please specify)

.....

c) Has anyone listed on this application ever had any court proceedings against any tenancy they have held? If yes, please provide details:

Yes

No

.....  
.....  
.....

### 3. CURRENT AND PREVIOUS ACCOMODATION

Please give details of **all** your previous addresses for the past 5 years, including your current one and any abroad: Please continue on a separate sheet of paper if needed

Address:	Date from:	Date to:	Type of tenure (tenant/owner/lodger/living with relatives):	Reason for leaving:

## ECONOMIC STATUS

Please tick the appropriate box:

Status	Applicant	Spouse/ Partner	Status	Applicant	Spouse/ Partner
Retired			Housewife/ husband		
Full-time work*			Long term sick		
Part- time work*			Disabled		
Job seeker					

\* If you work, how many hours a week do you work?

## 4. REASON FOR APPLICATION

What are your reasons for wanting to be housed? Please tick **all** the reasons that apply:

In need of Sheltered Housing	
Have official Eviction order/Notice to Quit (please supply a copy)	
Asked to leave by family/friends	
End of Tied tenancy	
Relationship breakdown	
To escape domestic violence	
To escape sexual or racial harassment	
Threat of violence from outside the home	
Experiencing Anti-Social Behaviour / Neighbour problems	
Accommodation too small or too large	
Health reasons	
Leaving hospital/care home	
Leaving HM Forces	
Due to be released from prison	
Any other reason (please give details)	

**5. Medical/Disability details**

If you or your spouse/partner need to move due to medical reasons or a disability, please provide details below. We may also ask you for more information or supporting evidence from a health care professional. (Continue on a separate sheet of paper if necessary.)

**6. IMMIGRATION**

Are you, or your partner subject to immigration control? YES/NO

If YES, you will need to provide us with a copy of your status papers. We will only be able to accept your application if:

- |   |  |
|---|--|
| • You have refugee status   |  |
| • You have been granted exceptional leave to remain and are not subject to a “no recourse to public funds” condition or   |  |
| • You have been granted indefinite leave to remain and not subject to any limitation or condition. You have obtained leave on the basis of a sponsorship undertaking and have been resident in the UK for less than five years or unless your sponsor has died. |  |

**7. SEX OFFENDERS ACT**

Have you, or your spouse/partner, been convicted under the Sex Offences Act 1997 and placed on the Sex Offenders register? YES/NO

If YES, please give details and dates:

**8. OTHER INFORMATION**

Have you or your spouse/partner ever worked for St Luke's Housing Society Limited? YES/NO  
If YES, please give details including type of employment and dates employed:

Have you or your spouse/partner ever been a committee or Board member for St Luke's Housing Society Limited? YES/NO  
If YES, please give details.

Are you or your spouse/partner related to any St Luke's Housing Society Limited staff, Board or Committee member? YES/NO  
If YES, please give details.

**9. LOCAL CONNECTION**

St Luke's Housing Society Limited was established for the benefit of people of Oxford. Do you have a connection with this area? YES/NO  
Please describe your connection, including dates when you may have lived here, where you lived, relatives in the area, the town/village where they live and how long they have lived there, and any other relevant information to demonstrate your link:

## DECLARATION

**I/WE DECLARE THE FOREGOING STATEMENTS AND PARTICULARS TO BE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

Please note that it is an offence to deliberately attempt to mislead the Association for the purpose of obtaining a tenancy and this may invalidate this application and any future tenancy granted based on the information supplied in this application.

To assess your housing application and help us deliver efficient services, we need to collect relevant personal details. We comply with the Data Protection Act 1998 when dealing with personal data. This means that your personal data will be processed in accordance with the law. Please note we may share personal data with other organisations where necessary & appropriate.

- I/we consent to St Luke's Housing Society Limited processing my/our personal data.
- I/we consent to references being obtained from my/our previous landlords during the past three years.
- I/we understand that completion of this application form does not mean I/we will be offered accommodation.
- I/we confirm that I am/we are able to live independently.

**If this is a joint application, both applicants must sign.**

### **Applicant 1**

Signed

Dated

### **Applicant 2**

Signed

Dated



**ETHNIC ORIGIN**

The following question relates to your ethnic origin. The information is needed only to ensure that all applications receive equal treatment regardless of race, colour, ethnic or national origin. Your application will not be prejudiced in any way if you do not answer this question.

I would describe my ethnic or national origin as follows (*please tick one box for yourself and one for your spouse/partner*):

<b>Ethnic origin</b>	<b>Applicant</b>	<b>Spouse/ Partner</b>	<b>Ethnic origin</b>	<b>Applicant</b>	<b>Spouse/ Partner</b>
<b>White:</b>			<b>Mixed:</b>		
English, Scottish, Welsh, Northern Irish, British			White & Black Caribbean		
Irish			White & Black African		
Gypsy, Irish Traveller			White & Asian		
Other			Other		
<b>Black, African, Caribbean or Black British:</b>			<b>Asian or Asian British:</b>		
Caribbean			Indian		
African			Pakistani		
Other			Chinese		
			Other		
<b>Other ethnic group:</b>					
Arab			Other		

# Privacy Notice

St Luke's Housing Society Limited is a Registered Social Landlord and is registered with the Information Commissioner's Office as a Data Controller under the General Data Protection Regulations 2018.

Our office is located St Luke's Housing Society Limited, 7 McMaster House, Latimer Road, Headington, Oxford, OX3 7PX

This Privacy Notice applies to residents of St Luke's Housing Society Limited and explains what personal information we hold about you and how we use any personal information we collect about you in order to conduct our normal business activities as a UK charitable housing association.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) that came into force on 25<sup>th</sup> May 2018.

## Data Controller

At St Luke's Housing Society Limited the data controller is the Chair of Trustees whose contact details are given at the bottom of this notice. This means that he/she determines how your personal data is processed and for what purpose.

## How we collect your information

We may collect information from you in a number of ways, including when you apply for one of our properties, complete one of our forms, when you phone, call in, write, email or meet with us or respond to a survey.

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

We may receive information about you from third parties including:

- Your council or benefits office relating to your housing.
- Prior landlords and credit agencies when you apply for housing.
- Police, welfare or support organisations dealing with you.
- Councillors, MPs or other representatives acting on your behalf/instruction.

## What information we collect about you

The information we collect from you, the tenant(s) or leaseholder(s), includes:

Data held	Retention period
Full name, and proof of your identity/photo ID	6 years post tenancy
Date of birth	6 years post tenancy
National Insurance Number (your unique identifier)	6 years post tenancy
Contact details (phone number, email address etc)	6 years post tenancy
Ethnic origin	6 years post tenancy
Rent account details	6 years post tenancy
Banking details on Direct Debit mandates	6 years post tenancy
Housing Benefit notifications	2 years
Details of anyone authorised to act on your behalf, if applicable	6 years post tenancy

Details of your GP (name, practice, telephone number)	6 years post tenancy
Health information	6 years post tenancy
Other personal information that will vary on a case by case basis to help us resolve breach of tenancy, alleged anti-social behaviour or fraud.	6 years post tenancy
Documents, correspondence and information provided by other agencies relating to special needs of current tenants	While the tenancy continues
Records relating to offenders, ex-offenders and persons subject to cautions	While the tenancy continues

The information we may collect from you includes:

- Disabilities or vulnerabilities. We use this information to tailor our service to better meet your particular circumstances and needs and to enable our emergency call centre to carry out duties on our behalf. We may use this information for safeguarding of staff.
- Health information when we require this, for example, to support funding for adaptations made to the property you are living in.

### **What we do with information collected**

The information we collect from you is used to manage your tenancy or leasehold agreement and facilitate our legal obligations as a landlord. Please read your lease/tenancy agreement for specific details as 'performance of a contract' is usually the legal basis for processing your information and carrying out our activities.

The processing activities we conduct can be summarised as:

- Managing your account charges and payments, including arrears.
- Managing the repairs, maintenance and adaptations of our properties.
- Ensuring tenancy conditions are complied with, such as dealing with anti-social behaviour or fraud.
- Complying with relevant legislation and regulation.

St Luke's Housing Society Limited ensures compliance with our obligations under GDPR by:

- Keeping personal data up to date
- Storing and destroying data securely (paper-based and computer records)
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure by ensuring appropriate measures are in place to protect personal data

We hold information in IT systems which may be copied for testing, backup, technical support, archiving and disaster recovery purposes. All data is held within the UK.

### **Property information**

Much of the data we use relates to our properties and their maintenance and repair. We do not consider property information used in conjunction with the property address to be your personal information. For example, the age of the kitchen, results from an asbestos survey, or a repair to a tap.

As soon as your name, contact details or other personal information is used in conjunction with property information, such as to complete a property repair visit, then this is treated as personal information.

### **What we will not do**

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 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.

### **Your rights, the right to complain and the ICO**

You have the right to request a copy of the data we hold about you. Please contact the office in writing or by emailing [jo.kirby@saintlukeshs.uk](mailto:jo.kirby@saintlukeshs.uk) if you wish to request access to any of your personal data. We will not normally make a charge for this service and will respond within one month of receiving your request.

You have the right to correct any information that we hold if it is found to be inaccurate or out of date; to request your personal data is erased when no longer legally required to be retained by St Luke's Housing Society Limited; to lodge a complaint with the Information Commissioner's Office (ICO).

Please advise us of any changes or corrections by contacting the office on 01865 769726.

### **Further processing**

If we wish to use your personal data for a new purpose that is not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use, prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

### **Contact details**

- To exercise all relevant rights, queries or complaints please contact the Chair of Trustees, St Luke's Housing Society Limited, McMaster House, Latimer Road, Headington, Oxford, OX3 7PX or contact the office [jo.kirby@saintlukeshs.uk](mailto:jo.kirby@saintlukeshs.uk)
- You can contact the Information Commissioners Office on 0303 123 1113 or via their website <https://ico.org.uk/concerns/>