

HOUSING - INFORMATION SHARING AGREEMENT

1. Parties/Signatories

Chief Constable	Avon and Somerset Constabulary
Chief Executive	Bristol City Council
Chief Executive	North Somerset Council
Chief Executive	Alliance Homes
Chief Executive	Sedgemoor District Council
Chief Executive	West Somerset District Council
Chief Executive	South Gloucestershire Council
Chief Executive	Orbit Housing Association, Bristol
Chief Executive	Somer Housing Association (Bath and North East Somerset)
Chief Executive	Knightstone Housing Association
Chief Executive	Places for People
Chief Executive	Guinness Trust Group
Chief Executive	Redland Housing Association
Chief Executive	United Housing Association
Chief Executive	Solon Housing Association
Chief Executive	Signpost Housing Association Ltd
Chief Executive	Signpost Care Partnership
Chief Executive	Yarlington Housing Group
Chief Executive	Aster Communities
Chief Executive	Southwestern Housing Society
Chief Executive	Sovereign Housing
Chief Executive	Sanctuary Housing
Chief Executive	Bristol Community Housing Foundation
Chief Executive	King's Barton Housing Association
Chief Executive	Jephson Housing Association Group
Chief Executive	Second Step Housing Association
Chief Executive	Magna West Somerset Housing Association
Chief Executive	Magna Housing Association
Chief Executive	Raglan Housing Association Ltd
Chief Executive	Housing 21
Chief Executive	Stonham
Chief Executive	Brunelcare
Chief Executive	North Somerset Housing
Chief Executive	Shal Housing
Chief Executive	William Sutton Homes
Chief Executive	Aashyana Housing Association
Chief Executive	Highbridge and Landlords Together (HALT)
Chief Executive	Elim Housing Association
Chief Executive	Homes in Sedgemoor
Chief Executive	The Property Portfolio (South) Ltd
Chief Executive	Blue Water Property Investment Ltd
Chief Executive	Fosseway Housing
Chief Executive	Habinteg Housing Association
Chief Executive	Barnabas Housing Association
Chief Executive	Chapter 1

1.1 It will be the responsibility of these signatories to ensure that:

- realistic expectations prevail from the outset;
- ethical standards are maintained;
- a mechanism exists by which the flow of information can be controlled;
- appropriate training is provided;
- adequate arrangements exist to test adherence to the protocol.

2. Purpose

The purpose of this protocol is to manage the exchange of information in order to facilitate joint working between the constabulary and Local Authority Housing Departments, Registered Social Landlords and/or their legal representatives, to prevent crime or disorder, promote public safety and protect the rights and freedoms of others in accordance with Articles 6, 8 and Article 1 Protocol 1 of European convention on Human Rights as provided for by the Human Rights Act 1998.

It also identifies where other mechanisms exist to facilitate an exchange of information for the same basic aims. One example is the Crime and Disorder Act 1998 (see also section 7.1 D).

To be effective in facilitating the necessary exchange of information, this protocol will operate within the provisions of the following legislation:

- Housing Act 1985 - (as per Para 7.3.2)
- Housing Act 1988 - (as per Para 7.3.2)
- Part 1 of the Anti-social Behaviour, Crime and Policing Act 2014-(as per Para 7.3.3)
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Data Protection Act 1998

This protocol is mainly concerned with the exchange of personal information. Therefore, where de-personalised information is requested the assumption is that this information will be shared. Wherever possible, information that does not identify individuals should be used and disclosed. An outline guide to the disclosure process of police held information, described in this document, is attached at **Appendix E**.

It must be recognised that this document can not provide clear guidance on every type of scenario and should be used only as an overall guide. As each 'case' must be treated on its own merit, it may be necessary for organisations to seek specialist advice before requesting or disclosing any personal information.

3. Introduction

The signatories to this document subscribe to the following:

- the agreed standards must provide safeguards and an appropriate framework for the controlled exchange of relevant information;
- that Data Protection principles will be upheld
- that this protocol will be reviewed annually;
- that any partner may request a change to the protocol at any time by submitting to the protocol holder a suggested revision;

The nominated holder of this protocol is the Head of Corporate Information Management, Avon and Somerset Constabulary, who shall on behalf of the signatories:

- ensure that a review is carried out on an annual basis;
- circulate all requests for change, co-ordinate responses, obtain agreement for the changes from the partnership and distribute codes of practice and guidance as these become available.

4 Administrative Procedures

4.1 Review and Weeding of Data

One of the principles within the data protection legislation states that excessive data must not be retained. It follows that information must be removed as soon as it is no longer required for the original purpose for which it was supplied or collected (principles 3 & 5 apply).

Therefore, retention should be for the minimum period required to achieve the objectives of the disclosure after which the data will be returned to the originator or destroyed as agreed. For example, in connection with an Anti-Social Behaviour Order the only information to be retained should be the date and conditions, all other data should be weeded when the order is obtained and the appeal period expired.

4.2 Data Quality

Information discovered to be inaccurate or inadequate for the purpose will be notified to the data owner who will be responsible for correcting the data and notifying all other recipients of the data who must ensure that the correction is made.

4.3 Charges for the supply of information

There will normally be no charge for disclosure of information pursuant to this policy. However, the constabulary reserves the right to charge in circumstances where it is considered that the disclosure of such information may place an onerous burden on the constabulary. For example, a rare occasion when pixilation of third party images is necessary.

4.4 Security of information/information systems

All partners must ensure that a baseline level of security is in place to ensure compliance with principle 7 of the Data Protection Act. The security standard must be compatible with ISO 17799/BS 7799.

4.5 Complaints and Breaches

Any complaint made will be brought to the attention of the appropriate officer of the relevant partner agency(s), and they will be dealt with in accordance with their own policies and procedures. Where appropriate, partners will keep each other informed of developments following a complaint received.

4.6 Training

Each partner is responsible for ensuring that appropriate members of staff are adequately trained in respect of all matters covered in this protocol.

4.7 Indemnity

Each partner shall be fully indemnified by the other partners in accordance with the indemnity contained in **Appendix C**.

4.8 Confidentiality

Each partner shall at all times keep confidential all personal data supplied pursuant to this agreement. This clause shall survive termination of the agreement or the withdrawal of or removal of any partner. This means that no publication of data supplied pursuant to this agreement will identify any individual.

5 Requests for Information from the data subject

5.1 Subject Access Requests

All requests for information under the subject access provisions of the Data Protection Act 1998 will be dealt with by the person responsible for Data Protection within the organisation. If personal data is identified as belonging to another partner, it will be the responsibility of the receiving partner to contact the Data Protection Officer for the originating partner to determine whether the latter wishes to claim an exemption under the provisions of the Data Protection Act.

Where a data controller cannot comply with the request without disclosing information relating to another individual who can be identified from that information, he is not

obliged to comply with the request unless:

- a) the other individual has consented to the disclosure of the information to the person making the request, or
- b) it is reasonable in all the circumstances to comply with the request without the consent of the other individual. In determining whether it is reasonable, regard shall be had, in particular, to:
 - any duty of confidentiality owed to the other individual;
 - any steps taken by the data controller with a view to seeking the consent of the other individual;
 - whether the other individual is capable of giving consent;
 - any express refusal of consent by the other individual.

5.2 Freedom of Information

Requests for personal information under the Freedom of Information Act, will be dealt with under the amended 'subject access' provisions of the Data Protection Act.

Partners are reminded that these agreements should be publicly available.

6 Disclosure of Information between partner organisations

Disclosure of any personal data must be bound to both common and statute law, for example defamation, the common law duty of confidence, the Data Protection Act 1998, and the Human Rights Act 1998.

The data protection principles (**see Appendix A**) require that such information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant, and not held longer than necessary; and is kept securely.

The Human Rights Act 1998 (**See appendix B**) gives further effect in domestic law to certain Articles of the European Convention on Human Rights (ECHR). The Act requires all domestic law to read compatibly with the Convention Articles. It also places a legal obligation on all public authorities to act in a manner compatible with the Convention. Should a public authority fail to do this then it may be subject of a legal action under section 7. This obligation should not solely be seen in terms of an obligation not to violate Convention Rights but also as a positive obligation to uphold these rights.

The sharing of information between agencies has the potential to infringe a number of Convention Rights. In particular, Article 3 (Freedom from torture or inhuman or degrading treatment), Article 8 (Right to private and family life), and Article 1 of Protocol 1 (Protection of Property). In addition all Convention Rights must be secured without discrimination on a wide variety of grounds under Article 14 (Prohibition of Discrimination).

The Convention does allow limited interference with certain Convention rights by public authorities under broadly defined circumstances known as legitimate aims. However, mere reliance on a legal power may not alone provide sufficient justification and the following principles should be considered:

- is there a legal basis for the action being taken;
- does it pursue a legitimate aim (as outlined in the particular Convention article);
- is the action taken proportionate and the least intrusive method of achieving that aim;

7.1 Personal Data - Power to Disclose

If failure to share personal information means that the purpose of this protocol could not be achieved, each party must carefully consider each of the following questions prior to making any decision.

A) Has the data subject given his/her informed consent to the exchange of information about them?

Many of the data protection issues surrounding the disclosure can be avoided if the informed consent of the individual has been sought and obtained. Consent must be freely given after the alternatives and consequences are made clear to the person from whom permission is being sought. If the data is classified as sensitive data the consent must be explicit. In this case the specific detail of the processing should be explained:

- the particular types of data to be processed;
- the purpose of the processing;
- any special aspects of the processing which may affect the individual, e.g. disclosures.

No details of victims, witnesses or complainants should be disclosed without their written consent (*Swinney v Chief Constable of Northumbria*).

B) Are proceedings being considered under Grounds 2, 2A, 3 and 4 of Schedule 2 Housing Act 1985 as amended, or under grounds 13, 14, 14A and 15 of Schedule 2, Housing Act 1988 as amended?

C) Is a civil injunction being sought under Part 1 of the Anti-social Behaviour, Crime and Policing Act 2014(housing related)?

D) Is it in the 'Public Interest' to disclose?

If informed consent has not been sought, or sought and withheld, the partner must consider if there is an overriding public interest of justification for the disclosure. In making this decision the following should be considered:

- is the disclosure necessary for the prevention or detection of crime, prevention of disorder, to protect public safety, or to protect the freedoms of others;
- is the disclosure necessary for the protection of young or other people;
- what risk to others is posed by this individual;
- what is the vulnerability of those who may be at risk;
- what will be the impact of the disclosure;
- is the disclosure proportionate to the intended aim;
- is there an equally effective but less intrusive alternative means of achieving that aim.

E) Is the proposed disclosure compatible with the Human Rights Act- in particular, Article 8?

Article 8 of the Human Rights Act 1998 states that everyone has the right to respect for his private and family life, his home and his correspondence and that there shall be no interference by a public authority with this right except as in accordance with the law, in particular: -

- public safety;
- the prevention of crime or disorder;
- the protection of health or morals;
- the protection of the rights or freedoms of others.

F) Is the disclosure a proportionate response?

The principle of 'proportionality' is a common theme running through both the Convention rights and judgements of the European Court. It is explicitly expressed in the limitations contained in Articles 8 - 11 where it is stated that any interference or restriction of those rights must be lawful and 'necessary in a democratic society'. Any restriction of rights must, therefore, be justified in that a fair balance must be achieved between the protections of an individual's rights with the general interests of society. In the context of information exchange, any disclosure of information should be restricted to a minimum and be the least damaging that is required in achieving the objective.

7.2 Extent of Personal Data Disclosed

Disclosure of personal data must be relevant and the minimum amount required for the purpose.

The identity of the originator must be recorded against the relevant data. No secondary use or other use may be made unless the consent of the disclosing party to that secondary use is sought and granted. Disclosure must be compatible with the second data protection principle: 'Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes'.

7.3 Requesting /disclosing personal information.

7.3.1 General principles

Requests for information must always be made in writing, as will all responses. **Appendix F** contains a pro-forma guide for requesting information. No personal information should be disclosed by telephone or via an un-encrypted e-mail. If faxed, the sender should ensure that the recipient is ready to receive the transmission. It is the responsibility of the sender to take reasonable precautions to protect the information being sent.

Each partner agency will nominate an officer or designated role to facilitate the request and/or disclosure of information. (see Appendix D for police single points of contact)

Requests from unauthorised organisations/staff will be declined.

This process will provide evidence if the disclosure is challenged or formal complaint is made. Clear records of the evidence provided by various partners will be required to justify any challenges of the proportionality of the action taken.

7.3.2 Housing Act

Disclosures will only be considered, where the Local Authority, Social Landlord or their legal representative are considering proceedings for either:

- possession under Grounds 2 or 2A, 3 and 4 of Schedule 2, Housing Act 1985 as amended;
- possession under grounds 13,14, 14A and 15 of Schedule 2, Housing Act 1988 as amended;
- civil injunctions under Part 1 of the Anti-social Behaviour, Crime and Policing Act 2014(housing related);
- Tenant transfers.

Where these requirements are met, the following will apply:-

A) Convictions/Cautions

Relevant convictions, cautions and in some cases pending prosecutions may be disclosed by the constabulary concerning:

- the tenant;
- any occupier(lodger) of the property or;
- any visitor to the property.

The test of relevance is whether the information relates to the grounds for possession, e.g. a conviction for dangerous driving may be relevant to a nuisance case if it occurred in the area (or locality), or convictions against a visitor for possession of drugs may be relevant in a case where the grounds for possession are nuisance by use of the premises for the supply of drugs.

The disclosure of impending prosecutions may only be disclosed where it is imperative that housing matters are not delayed until after criminal proceedings are complete. Requests for the disclosure of impending prosecutions must be made through the Avon and Somerset Constabulary, Corporate Information Management Department who will arrange for the appropriate authority from a Chief Officer.

B) Police Command and Control and Crime Recording systems

Details of incidents will be disclosed if reported by one or more of the following:

- tenants or occupiers of tenanted properties
- third parties in respect of tenanted properties

Third party personal details will always be deleted from records prior to disclosure. In the majority of cases copies of incident logs generated from the constabulary 'Command and Control' system will not be disclosed but the basic details of police attendance will be provided by the designated 'Housing' disclosure officer, by way of letter. If a full copy of the log is required then advice should be sought from the Corporate Information Management Department.

C) Manual information

Documents originating from a third party source will not be disclosed without their consent (see also section 7.1 (A)).

Constabulary 'internal' documents will not be copied for disclosure without a court order. However their contents may be disclosed by means of letter.

Statements made by Police Officers may be released*

Statements made by other witnesses will not be disclosed without their explicit written consent (see also section 7.1 (A))*.

*Statements may only be released prior to court with the consent of the CPS. Such requests should be made through the constabulary legal services dept.

Factual information only will be supplied. No matters of opinion will be disclosed.

D) Method of disclosure

All disclosures are discretionary and requests must be dealt with on a case by case basis. See also sections 7.3.1 and 7.3.2 (A).

7.3.3 Anti-social Behaviour (Housing related)

Nuisance or annoyance, such as Graffiti, Bullying, Dogs, Drugs, Alcohol and Noise can be tackled at a local level as a practical problem to be actively addressed under a multi-agency approach.

This sort of behaviour may be tackled by early and informal interventions however if a more formal approach is necessary a civil injunction under Part 1 of the Anti-social Behaviour, Crime and Policing Act 2014 can be sought. It is recognised that this type of problem must be addressed in a positive way.

For anti-social behaviour in a housing context the nuisance or annoyance test will apply, that is, where the conduct is capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises or the conduct is capable of causing housing-related nuisance or annoyance to any person. Only social landlords, local councils or the police will be able to apply for an injunction under these provisions in the legislation. In the case of social landlords only; 'housing-related' means directly or indirectly relating to their housing management function.

The injunction can be applied for by the police, local councils and social landlords against perpetrators in social housing, the private-rented sector and owner-occupiers. This means that it can be used against perpetrators who are not even tenants of the social landlord who is applying for the order.

The injunction can also be used in situations where the perpetrator has allowed another person to engage in anti-social behaviour, as opposed to actively engaging in such behaviour themselves. For example, in a case where another person such as a visitor or other occupier such as a lodger, is or has been behaving anti-socially, the injunction could be used against the problem visitor, lodger or owner if applicable. An agency seeking to apply for the injunction must produce evidence (to the civil standard of proof, that is 'on the balance of probabilities') and satisfy the court that it is both 'just and convenient' to grant the order.

7.3.3a Criminal behaviour order

Where individuals are also engaged in criminal activity and have been convicted of an offence, a Criminal Behaviour Order (CBO) may be sought through the criminal courts, they would normally be prosecuted by the Crown Prosecution Service (CPS) either at its own initiative or following a request from the police or council. Information sharing relating to these matters would normally be considered in accordance with Avon and Somerset Crime and Disorder Partnership information Sharing Protocol. However, information sharing for these purposes will always take into account the general rules of

disclosure in accordance with *Section 7.1 (A) – (F) above*.

7.3.4 Vetting

Avon and Somerset Constabulary will not undertake the routine vetting (criminal records, crime and/or intelligence system checks) of prospective tenants.

7.3.5 Domestic violence

In circumstances where individuals require, or are required to transfer housing because they have been the victim of domestic violence, the constabulary will, on a case by case basis, consider the disclosure of relevant convictions, crime reports, domestic violence reports and statements, to assist the process. It is anticipated that such requests will always be supported by the data subjects written consent to information sharing and that third party details will not normally be disclosed, even if known to the data subject or the originator of the request.

8 Signatures

By signing the acknowledgement slip provided with this protocol the participants accept and will adopt the statements included in this protocol and the indemnity, and agrees to maintain the specified standards. In addition, the partners will not use, release or otherwise disclose any information whatsoever:

- to any organisation which is not a signatory to this protocol, or
- for any other secondary use not specified in this document.

Appendix A

DATA PROTECTION ACT 1998

Principle 1

Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:

- at least one of the conditions in Schedule 2 is met and;
- in the case of sensitive data at least one of the conditions in Schedule 3 is also met.

Principle 2

Personal data shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.

Principle 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

Principle 4

Personal data shall be accurate and, where necessary, kept up to date.

Principle 5

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act.

Principle 7

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Principle 8

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedom of data subjects in relation to the processing of personal data.

Appendix B

HUMAN RIGHTS

Article 2 - Right To Life

Everyone's right to life shall be protected by law

Article 3 - Prohibition of Torture, Inhuman or Degrading Treatment

No one shall be subjected to torture or to inhuman or degrading treatment or punishment.

Article 4 - Prohibition of Slavery and Forced Labour

No one shall be held in slavery or servitude.

No one shall be required to perform forced or compulsory labour.

Article 5 - Right to Liberty and Security

Everyone has the right to liberty and security of person.

Article 6 - Right to a Fair Trial

In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 7 - No Punishment Without Law

No one shall be held guilty of any criminal offence on account of any act or omission which did not constitute a criminal offence under national or international law at the time when it was committed.

Article 8 - Right to Respect for Private and Family Life

Everyone has the right to respect for his private and family life, his home and his correspondence. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law.

Article 9 - Freedom of Thought Conscience and Religion

Everyone has the right to freedom of thought, conscience and religion;

Article 10 - Freedom of Expression

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

Article 11 - Freedom of Assembly

Everyone has the right to freedom of association with others, including the right to form and to join trade unions for the protection of his interests.

Article 12 Right to Marry

Men and Women of marriageable age have the right to marry and to found a family, according to their national laws governing the exercise of this right.

Article 14 - Prohibition of Discrimination

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

Article 16 Restriction on the Political Activity of Aliens

Nothing in articles 10,11 and 14 shall be regarded as preventing the High Contracting Parties from imposing restrictions on the political activity of aliens.

Article 17 - Prohibition of Abuse of Rights

Nothing in this Convention may be interpreted as implying for any State, group or person any right to engage in any activity or perform any act aimed at the destruction of any of the rights and freedoms set forth herein or at their limitation to a greater extent than is provided for in the Convention.

Article 18-Limitation on use of Restrictions on Rights

The restrictions permitted render this Convention to tire-said rights and freedoms shall not be applied for any purpose other than those for which they have been prescribed.

The First Protocol

Article 1 - Protection of Property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions.

Article 2 - Right to Education (subject to UK reservation)

No person shall be denied the right to education.

Article 3 - Right to Free Elections

The High Contracting Parties undertake to hold free elections at reasonable intervals by secret ballot

The Sixth Protocol

Article 1 - Abolition of Death Penalty

The death penalty shall be abolished. No one shall be condemned to such penalty or executed.

Article 2 - Death penalty in Time of War

A State may make provision in its law for the death penalty in respect of acts committed in time of war or imminent threat of war.

Appendix C

FORM OF INDEMNITY

1. In consideration of the provision of information in accordance with this agreement each partner undertakes to indemnify any of the persons or any authority referred to in paragraph 2 below against any liability which may be incurred by such person or authority as a result of the provision of such information.

Provided that this indemnity shall not apply:

- (a) where the liability arises from information supplied which is shown to have been incomplete or incorrect, unless the person or authority claiming the benefit of this indemnity establishes that the error did not result from any wilful wrongdoing or negligence on its part or on the part of any other person or authority referred to in paragraph 2 below;
 - (b) unless the person or authority claiming the benefit of this indemnity notifies the relevant partner as soon as possible of any action, claim or demand to which this indemnity applies, permits the relevant partner to deal with the action, claim or demand by settlement or otherwise and renders the relevant partner all reasonable assistance in so dealing.
 - (c) to the extent that the person or authority claiming the benefit of the indemnity makes any admission which may be prejudicial to the defence of the action, claim or demand.
2. Persons who may claim the benefit of this indemnity are as follows:
 - (a) any police authority;
 - (b) any chief officer of police;

- (a) any serving or former member of a police force;
- (d) any serving or former civilian of a police authority;
- (f) any local authority;
- (g) any employee or former employee of a local authority;
- (h) any employee or former employee of a Registered Social landlord;

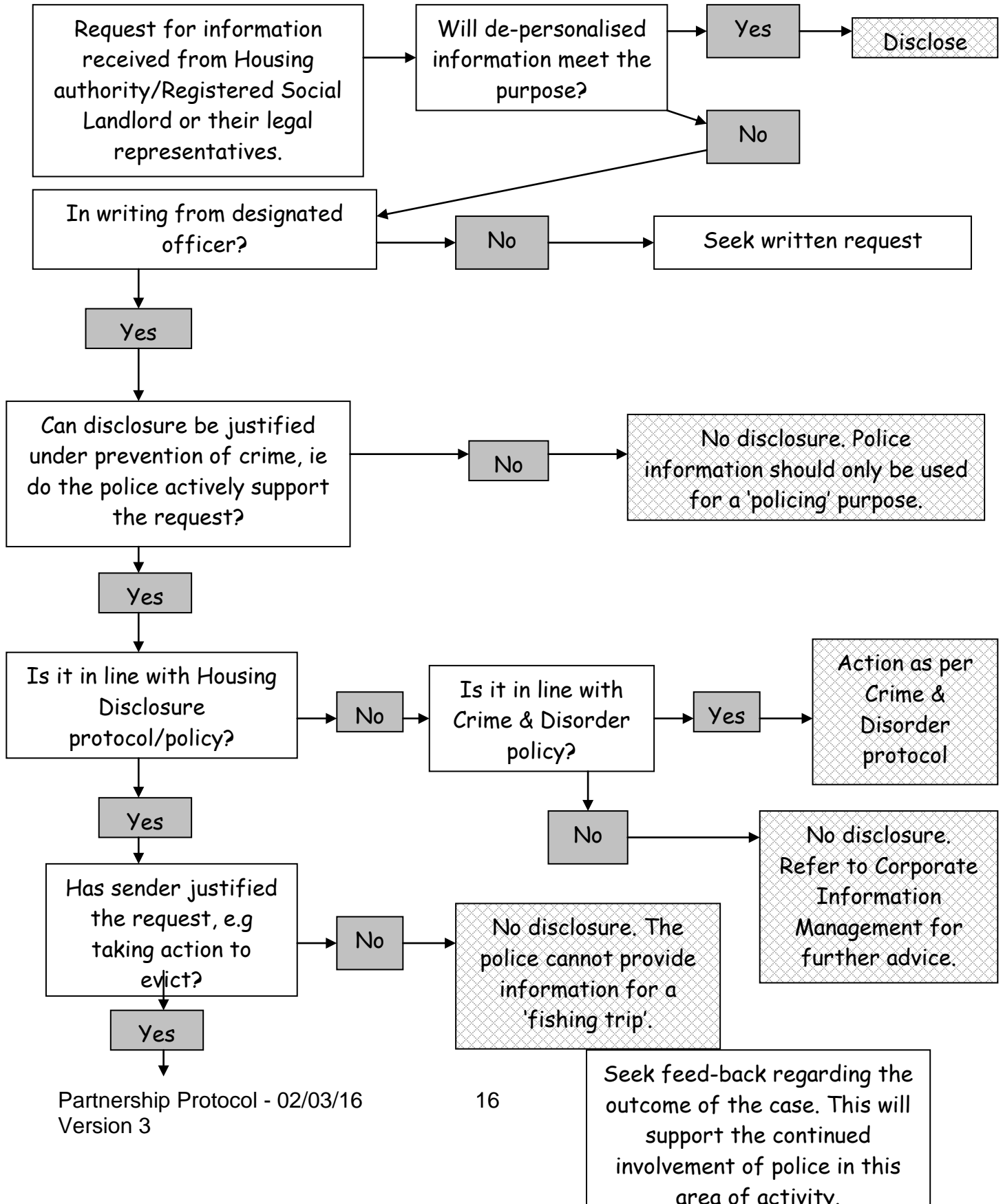
and in this paragraph the expressions "police authority", "chief officer of police" and "police force" have the same meaning as in section 101 of the Police Act 1996.

Appendix D

NOMINATED OFFICERS POINT OF CONTACT (Currently under review)

Area	Police station	Single Point of Contact
Bristol Area		
Somerset Area		
North East Area		

HOUSING DISCLOSURE PROCESS CHART



Disclose. Action in
accordance with force
policy.



Appendix F

Pro-forma Letter requesting personal information

To : Local Policing Manager/ Deputy

Date:
Your Ref:
Our Ref:
Enquiries to:
Tel:
Fax:
DX:

Dear Sir

**DISCLOSURE IN RESPECT OF:
ADDRESS:**

In line with Avon and Somerset Constabulary Housing Disclosure Protocol and Procedures, I would be grateful if you could supply me with the following information relating to the above named who is a tenant of this authority.

Following allegations to the Council about anti-social behaviour and criminal activity of the tenant/lodger and his/her/their visitors at or near the above address, the Council are considering Civil Proceedings in the County Court for the following reasons;

- possession under Grounds 2 or 2A, 3 and 4 of Schedule 2, Housing Act 1985 as amended;
- possession under Grounds 13,14, 14A and 15 of Schedule 2, Housing Act 1988 as amended;
- civil injunctions under the Anti-social Behaviour, Crime and Policing Act 2014;
- Tenant transfers.

Details are required as to whether the tenant has any relevant convictions for:

- using the address or allowing the address to be used for illegal or immoral purposes
- Any relevant convictions for offences committed at or near the address and in addition, whether the tenants family, lodger or other visitors have been convicted or cautioned for any relevant offence at or near the address.

Insofar as you are able and on the basis that they are considered relevant, can you also supply details of any search warrants executed at the address or other relevant attendance's at the address with dates on which these took place.

We confirm that any information so disclosed will only be considered by the Legal Department and used for no other purposes than in pursuance of the proceedings described.

Yours faithfully

Acknowledgement Slip

Appendix G

Acknowledgement Slip: Housing Information Sharing Agreement

By signing this document the participants accept and will adopt the statements included in this protocol and the indemnity, and agree to maintain the specified standards. In addition, the partners will not use, release or otherwise disclose any information whatsoever:

- to any organisation which is not a signatory to this protocol, or
- for any other secondary use not specified in this document.

I wish/no longer wish to be signed up to the Housing Disclosure Protocol

I am aware that this protocol cannot be used for vetting purposes.

Name of organisation and address:

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

E-mail address: (please provide an e mail address to enable updates to be circulated and for annual reviewing purposes)

.....

Signed on behalf of/Job title; Chief Executive:

.....

Date.....

Appendix H

NB; These contacts change on a regular basis, if your Housing association is not on this list please contact Corporate Information Management Department to confirm details.

HOUSING ASSOCIATIONS POINT OF CONTACT

Contact Address	Contact Numbers (if Known)
Aashyana Housing Association, 429 Stapleton Road. Easton. Bristol, BS5 6NA	Affinity Sutton Group Tel: 01179393911 Fax: 01179393922
Alliance Homes 40 Martingale Way Portishead North Somerset BS20 7AW	Anti-Social Behaviour Manager 01275 398416
Aster Communities 2 Cathedral Avenue Wells Somerset BA5 1FD Head office Sarsen Court Horton Avenue Cnnings Hill Devizes Wiltshire SN10 2AZ	Telephone 0333 400 8222 Contact Darren BRAZIL
Bristol City Council Anti Social Behaviour Manager The Council House College Green Bristol BS1 5TR	
Bristol City Council solicitors: Principal Solicitor (Litigation) Senior Solicitor (Housing and Property) Other Solicitors Romney House Romney Avenue Bristol BS7 9TB	

<p>Brunelcare 3 Redcliffe Parade West Bristol BS1 6SL</p>	<p>01179144240</p>
<p>Blue Water Property Investment Ltd Strowlands, Edingworth, BS24 0JA</p>	
<p>Barnabus Housing Association Ltd The Loft First Floor 28 Vincent Street Yeovil BA20 1JQ</p> <p>Main accommodation</p> <p>16/18 Newton Road Yeovil BA20 1NF</p> <hr/> <p>Chapter 1 registered charity 2 Exton Street London SE1 8UE</p>	<p>Tel; 01935 477286</p> <hr/> <p>kayes@chapter1.org.uk</p>
<p>Elim Housing Association Units 3 & 4 Pinkers Court Briarlands Office Park Gloucester Road Rudgeway Bristol BS35 3QH</p>	
<p>Fosseway Housing Association 1 Miller Court Severn Drive Tewksbury Business Park Gloucestershire GL20 8NO</p>	
<p>Guinness Trust Group Building C Estune Business Park Wild Country Lane Long Ashton</p>	

Bristol BS41 9FH	
Hi Point Thomas Street Taunton TA2 6HB	Somerset East Tel 07850209440
Housing 21 South Region Office Longwood House Love Lane Cirencester Glos. GL7 1YG	01285 659928
Homes in Sedgemoor Bridgwater House, King Square, Bridgwater, TA6 3AR	
Habinteg Housing Association 20 – 21 Red Lion Court London EL4A 3EB	
King's Barton Housing Association Ltd 5 Moravian Road Kingswood Bristol BS15 8LY	General Manager 0117 961 1171 kingsbarton@ukonline.co.uk
Magna West Somerset Housing Assc. St Peters House Bridge Street Williton Taunton TA4 4NR	

North Somerset Council Town Hall Weston Super Mare BS23 1UJ	Legal Department 01934 634941
Orbit Housing Association, South West Area Office, Ground Floor, Stanway House, Almondsbury Business Centre, Woodlands, Bradley Stoke, Bristol BS32 4GH	Housing Manager 01454 627810
Places for People 1 – 3 Surrey Street St Pauls Bristol BS2 8PS	Telephone; 07501 488 487
Redland Housing Association Holly House Corbett Close Lawrence Weston Bristol BS11 0TA	
Raglan Housing Association Ltd Unit 4 Vincent Court 89 Soundwell Road Staple Hill Bristol BS16 4QR	Area Housing Manager 0117 970 9282
South Gloucestershire Council, Housing Dept., Civic Centre, High St., Kingswood, Bristol. BS15 9TR	
Somer Housing Association Somer Community Housing Trust The Maltings, River Place, Lower Bristol Road, Bath	01225 366189

BA2 1EP	
Solon Housing Association 1 Newfoundland Court Newfoundland Street Bristol	
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South western Housing Society Eastbridge House, Pill Road Rooksbridge, Axbridge, Somerset BS26 2TN	Martin Carney Housing Manager Email mcarney@swhs.org.uk Tel 01934 750780
Sanctuary Housing Association Estuary House Peninsula Park Rydon Lane Exeter EX2 7XE	
Stonham part of Home Group Ltd Hi Point Thomas Street Taunton TA2 6HB	Senior Service Manager Somerset East Tel 07850209440
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The Property Portfolio (South) Ltd Magnolia House, Watchfield, Somerset, TA9 4LB	
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