



## Herstmonceux Community Land Trust Statement

### Registration of Local Interest

Herstmonceux Community Land Trust (HCLT) is registered with the Financial Services Authority as a Community Benefit Society (No 7612 R) and has been set up to provide affordable rental and shared ownership housing in the parish of Herstmonceux.

Herstmonceux CLT is keen to update and monitor local housing needs in order that local households are given the opportunity to register their interest in affordable housing at an early stage. This brings the following benefits:-

- 1) By completing and returning the attached Registration of Interest form HCLT is able to identify prospective tenants early on, keep them informed of progress and prioritise those households when the houses are available for nomination.
- 2) HCLT will employ Action in rural Sussex (Community Housing Hub), a local charity, to keep and monitor an on-going register of local housing need that works alongside the usual Housing Register.
- 3) The development can be tailored to meet the specified rural housing need of the Parish as identified by the register of local housing need.

Submission of this information is of course optional, however we do need this data in order to undertake a proper assessment of local needs for housing

### Use of your personal information – HCLT Privacy Policy

We are requesting the following information in order to inform our understanding of local needs for affordable housing. This information will be held securely by Action in rural Sussex. AirS will use the information to undertake an assessment of the scale and nature of local needs for housing. This can only be done if information is provided about income, savings and housing circumstance.

Only the contact details will be shared with HCLT and only so that HCLT can contact those interested in renting or buying one of the proposed homes to keep them informed of progress. By completing this Register of Interest form you are consenting to your data being held and shared for these purposes. How HCLT protect and process information under the General Data Protection Regulation 2018 is attached. Other than described here, your personal data will not be shared with any other party.

## **Herstmonceux CLT - Privacy & Data Protection statement**

In order to work effectively with you there is a need for HCLT to hold and process some personal information. We will value and protect your privacy and the following is a broad description of the way HCLT processes data. In some cases, you may need to refer to other personal communications or contract with you. You may also contact us about your personal circumstances.

**Nature of our work:** Herstmonceux CLT Limited is a Community Benefit Society regulated by the Financial Conduct Authority. It has been established to acquire and own community assets for the benefit of the community of Herstmonceux. Aims include the provision of homes for the young and older population with a local connection. It can raise finance through grants and commercial institutions and issue shares to members who wish to support the aspirations of HCLT.

**Reasons for processing information:** We process personal information to enable us to administer our membership records and activities including share issue and fundraising, to maintain our own accounts and records arising from our activities and engage specialists to help us do this.

**Type of information processed:**

Name, telephone numbers, post and email addresses of individuals and organisations contacting HCLT

Number of shares held by an individual and any skills volunteered by them to support HCLT

Bank account details for individuals and organisations that have a financial transaction with HCLT

Personal information from individuals occupying or seeking to occupy property owned by HCLT

**Who is the information processed about?**

We process information about our members, supporters, participants in our activities, sponsors, suppliers and occupiers or lease holders of any asset owned by the HCLT.

**Who the information may be shared with?**

We may need to share the information with the individual themselves, and with other organisations directly associated with our activities. When this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). Examples are: Where necessary we may share information with family, associates and representatives of the person whose personal data we process. We may be legally required to divulge information by HMRC, the Financial Conduct Authority or The Courts. Where contracts, agreements or leases require personal information to be disclosed to credit reference agencies for credit worthiness, the individual will be informed and agreement sought. We have a data sharing agreement with Action in Rural Sussex Community Housing Hub to hold our data securely and provide assistance and aggregated data to HCLT. When doing so we will conform to all Data Protection requirements.

**Transferring information overseas:**

We do not transfer personal information outside the United Kingdom, save as may occur through our use of secure cloud back-up of files.

**Individual rights.**

On request to the Secretary, an individual may ask to see a copy of all their personal data held by HCLT and may request changes or removal. We will respond within 28 days. Where total removal of information conflicts with our legal obligations we will inform the individual.

## Register of interest in affordable housing

Registration enable us to keep you informed, it does not commit you to occupation of a CLT property or to the Herstmonceux CLT offering you a property.

**Q1. If you live in Herstmonceux do you wish to stay there?** Yes  No

**Q2. If you live outside Herstmonceux do you wish to return?** Yes  No

**Q3. What is your connection to the parish of Herstmonceux? Please tick all that apply**

**(The parish includes the villages of Herstmonceux, Cowbeech and Windmill Hill)**

Currently live in the Parish  Have close relatives living in the Parish

Previously lived in the Parish  Work in the Parish

Other (please explain).....

### APPLICANT ONE – ADULT

#### Personal Details

**Q4. Surname** \_\_\_\_\_

**Q5. Other names** \_\_\_\_\_

**Q6. Title**

Mr  Mrs  Miss  Ms

**Q7. Address** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Q8. Telephone no** \_\_\_\_\_

**Q9. Your age** \_\_\_\_\_

**Q10. Your status** \_\_\_\_\_

Single person  Couple  Family with   
Children

**Q11. Number, sex & age of children**

### APPLICANT TWO – ADULT

#### Personal Details

**Q15. Surname** \_\_\_\_\_

**Q16. Other names** \_\_\_\_\_

**Q17. Title**

Mr  Mrs  Miss  Ms

**Q18. Address** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Q19. Telephone no** \_\_\_\_\_

**Q20. Your age** \_\_\_\_\_

**Q21. Your status** \_\_\_\_\_

Single person  Couple  Family with   
Children

**Q22. Number, sex & age of children**

**APPLICANT ONE****HOUSING DETAILS****Q12. Where do you currently live?**

Private renting  Renting from housing Association

Tied accommodation  With parents

Owner occupier  Other \_\_\_\_\_

**Q13. Which type of housing would you prefer?**

Renting

Shared ownership (part rent part buy)

Outright sale

**Q14. Are you registered on Wealden District Council's Housing register?****APPLICANT TWO****HOUSING DETAILS****Q23. Where do you currently live?**

Private renting  Renting from housing Association

Tied accommodation  With parents

Owner occupier  Other \_\_\_\_\_

**Q24. Which type of housing would you prefer?**

Renting

Shared ownership (part rent part buy)

Outright sale

**Q25. Are you registered on Wealden District Council's Housing register?****Q26. What is your household's joint weekly or monthly income? (including benefits but not housing benefit or council tax benefit) – please tick one box**

Less than £48 per week/£208 per month  £49 - £95 per week/£209 - £411 per month

£96 - £145 per week/£412 - £628 per month  £146 - £210 per week/£629 - £910 per month

£211 - £249 per week/£911 - £1079 per month  £250 - £300 per week/£1080 - £1300 per month

£301 - £350 per week/£1301 - £1516 per month  £351 - £400 per week/£1517 - £1733 per month

£401 - £500 per week/£1734 - £2166 per month  £501 - £600 per week/£2167 - £2600 per month

£601 + per week/£2601 + per month

**Q27. Why are you seeking a new home? (PLEASE TICK ONE BOX ONLY)**

Need larger home  Need smaller home  Present home too expensive

Present home in poor Condition  First independent home  Lodging/separate accommodation

Private tenancy ending  To be nearer family/friends  To be nearer work

Divorce/separation  Present home doesn't meet current needs

Please email or post this form to the following address:

[Tom.warder@ruralsussex.org.uk](mailto:Tom.warder@ruralsussex.org.uk) or

Action in rural Sussex,

Suites F7-F9, The Waterside Centre, North Street, LEWES East Sussex BN7 2PE