

WESTMINSTER CITY COUNCIL
Housing Solutions Service

MEDICAL ASSESSMENT FORM

Ref. No. _____

Filling in this form:

Please complete this form **in FULL** if you have a medical/health condition that you would like us to consider as part of your assessment with us. Please give as much detail as possible as failure to do so could result in a delay of the assessment.

Separate forms should be filled in for anyone who we have agreed is part of your household.

We will carefully consider the information you provide and if necessary, it will be referred to our Medical Advisor for an opinion and/or recommendation.

Supporting information:

If you **already have** any of the following, please enclose copies with this form:

- Medical Letters or Reports
- Prescriptions
- Hospital Discharge Summary
- Disability Benefit Award, e.g. Disability Living Allowance or Personal Independence Payment
- Letter showing award of Employment and Support Allowance (Support Group)
- Patient Summary (you can ask your GP for this if seeing them before completing the form).

If you do not have any supporting information, if necessary, we will contact the health professionals that you are in the care of. To do this, we require full completion of the Declaration and Authorisation on the last page of this form.

Taking in to account all of the relevant information we will give a decision about the assessment, which includes if any medical priority can be given. Notification will be put in writing, detailing how it affects your application.

If you would like information on how to be more independent/safe in your own home or you or someone you know is a carer for a vulnerable person please visit www.peoplefirstinfo.org.uk for information on the help available and your rights under the Care Act 2014.

SECTION 1 DETAILS OF PERSON TO BE ASSESSED

Surname:..... **First name(s):**.....

Male Female

Date of birth:...../...../.....

Contact telephone number:.....

Relationship to main applicant:.....

Current address:

.....**Post Code:**..... **Date moved in:**.....

SECTION 2 YOUR CURRENT ACCOMMODATION

What type of accommodation do you have?

Flat House Maisonette Hotel Hostel

Other (please specify):.....

If you have a council tenancy, are you a Westminster Council tenant?

Yes No - Please state which Council:.....

How many bedrooms do you have?bedrooms

What floor is the entrance to your accommodation on?floor

Are there any stairs inside your accommodation?

No Yes - How many?.....stairs

Is there a lift? No Yes - **Does it go to your floor?** Yes No

If there is no lift, how many steps are there from the main entrance to your front door?steps

Do you have use of your own kitchen and bathroom? Yes No

If no please state where they are located and who you share with:

.....

SECTION 3 MEDICAL DETAILS

Medical/health Condition(s):

- 1:
- 2:
- 3:
- 4:
- 5:
- 6:
- 7:
- 8:

What medication are you taking and what is it for?

(Attach copy of repeat prescription if you have one)

Medication (include dosage):

For the treatment of?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Who is treating you (e.g. doctor, hospital consultant, other – please specify)?

-
-
-

Are you waiting for an operation?

No Yes - Please give details:

.....

What is your NHS Hospital Number?.....

Are you pregnant? No Yes - Expected date of delivery:...../...../.....

Are there any pregnancy related complications? No Yes - Give details:

.....

.....

Are you registered blind?

No Yes - Registration Number:

Can you climb one flight of stairs (approx. 14 steps)? Yes No -

If no, **how many stairs** can you climb or give the reason why you cannot climb any:.....

.....

Do you use a wheelchair? No Yes - please give details:

Inside and outside accommodation? Yes No – if no, give details of when you use it:

.....

Do you use a walking aid e.g. a walking stick? No Yes - Please give details:

.....

.....

If you have difficulty walking, how far can you walk before needing a rest?

Less than 50 metres (e.g. the length of 5 double decker buses)

- Between 50 and 100 metres Between 100 and 200 metres
 Over 200 metres

Are you in receipt of Disability Benefit such as a Personal Independence Payment or Employment and Support Allowance (Support Group)?

- No Yes – Please enclose a copy of your entitlement/award letter.

Is your medical/health condition affected by your current accommodation or accommodation that we are offering you?

- No Yes - Please state how (use separate sheet of paper if necessary):

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SECTION 4 DETAILS OF ANY CARE RECEIVED OR GIVEN

CARE RECEIVED

Do you have a carer? No Yes If yes,

Who provides you with care?

Surname:..... **First name(s):**.....

Male Female **Date of birth:**...../...../.....

Relationship to you:.....

Carers Address:

.....**Post Code:**.....

Contact telephone number:.....

Explain the care that you receive:

.....
.....

Do you need care during the day? No Yes – Explain why:

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.....

Do you need care overnight? No Yes – Explain why:

.....
.....

Do you need help with activities of daily living for example, travelling, shopping, cooking, washing etc? No Yes - give details:

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.....
.....

Do you have a care package put in by a Mental Health or Social Services Team? No Yes - Please give details:

.....
.....

CARE GIVEN

Do you provide care for anyone?

No Yes If yes:

Person you provide care for:

Relationship to you:

Person's illness?

Actual care provided:

.....

Number of hours per week that care is given? hours

Where is the care given e.g. address?.....

.....

Is person in receipt of Carers Allowance? Yes No If no, please state why:

.....

.....

.....

**SECTION 5 DETAILS OF HEALTH CARE
PROFESSIONALS**

General Practitioner (GP/Doctor):

Title: Surname:.....

Name of surgery:.....

Address:

..... Postcode:

Telephone number:..... Fax number:.....

Hospital Consultant:

Title: Surname:.....

Hospital name:..... Department/Clinic:.....

Address:

..... Postcode:

Telephone number:..... Fax number:.....

Hospital Consultant:

Title: Surname:.....

Hospital name:..... Department/Clinic:.....

Address:

..... Postcode:

Telephone number:..... Fax number:.....

Psychiatrist / Psychologist / Therapist:

Title: Surname:.....

Address:

..... Postcode:

Telephone number:..... Fax number:.....

Care Manager:

Title: Surname:.....

Address:

..... Postcode:

Telephone number:..... Fax number:.....

SECTION 6 ADDITIONAL INFORMATION

Please use this space to provide any additional information about how your medical/health condition(s) affect you that was not covered in the questions asked above:

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SECTION 7 DECLARATION AND AUTHORISATION

Warning of criminal offences under the Housing Act 1996

I declare the information I have given on this application is to the best of knowledge true and correct. I agree to tell Westminster Council's Housing Solutions Service of any changes in my circumstances that may affect the information I have given.

I understand that it is an offence to knowingly provide false or inaccurate information, or withhold information; the Council may defer, cancel or amend my application. I understand that I may be prosecuted if I get or try to get accommodation by giving false information or not disclosing relevant information.

Please ensure that you have read the Data Protection Act 2018 and the General Data Protection Regulation notice on your Application Form.

By signing this consent form you are authorising us to seek medical information about you and share information about you with third parties. For more information on how we might use and share your information please read the enclosed Privacy notice that can also be found on the council's website at www.westminster.gov.uk

I agree to tell Westminster's Housing Solutions Service of any changes which affect the information I have given. I understand that if I have given false or inaccurate information or I do not tell the Housing Solutions Service of any relevant changes in my circumstances, the City Council may defer, cancel or amend my application.

I also agree to allow my doctor/hospital consultant/psychiatrist/other health professional to give details about my medical condition(s) related to my application for rehousing to Westminster City Council's Medical Advisor.

Title:	Title:
Surname:	Surname:
First name(s):	First name(s):
Signature:	Signature:
Date:	Date:

If you did not complete this form yourself, who filled it in for you?

Title:..... **Surname:**..... **First name(s):**.....

Relationship to you:

Job title: **Company/Organisation:**

Completed form to be sent to:
Housing Solutions Service, PO Box 73471, London, NW1 1LG

<p style="text-align: center;">Privacy Notice for Housing Solutions Service Westminster City Council</p>

Westminster City Council (WCC) has a statutory duty in relation to homelessness and the allocation of housing within the City of Westminster. This statutory duty is set out in the:

- Housing Act 1996 Parts 6 & 7 (as amended)
- Homelessness Act 2002 and
- Homelessness Reduction Act 2017.

This Privacy Notice was prepared to be as comprehensive as possible, but it does not include an exhaustive list of every aspect of our collection and use of personal information. However, we would be happy to provide any further information or explanation about our practices.

The Housing Solutions Service offers advice and assistance to households who contact us about their housing options, homelessness, threatened homelessness or any household wishing to apply to go on Westminster City Council's housing register. It is also responsible for the allocation of temporary accommodation, private rented accommodation and social housing.

Westminster respects your privacy and is committed to protecting your personal data. This Privacy Notice will inform you about how we look after your personal data when we receive it and tell you about your privacy rights and how the law protects you.

Data Controller – Westminster City Council

In relation to the services offered by the Housing Options Service; Westminster City Council is the Data Controller. This means that the council has the overall duty and responsibility under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) when it comes to your personal data.

The Council is registered as a Data Controller with the Information Commissioner's Office (ICO). Their registration number is Z5674504. You can view it on the [ICO Website](#). This complies with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Any concerns or issues you may have about how we look after your personal information can be raised with Westminster City Council. The council has a Data Protection Officer who makes sure we respect your rights and follow the law relating to your personal information. If you have any concerns or questions about how we look after your personal information, please email the Data Protection Officer at dpo@westminster.gov.uk.

The address for Westminster City Council is 64 Victoria Street, London, SW1E 6QP and their phone number is 020 7641 2000.

Personal data we collect

We collect the following personal data:

- Information from the home office regarding immigration status
- Information from other Council Departments e.g. Council Tax and Housing Benefit
- Information from other local authorities
- Information from Landlords private and social
- Information from Employers
- Information from Financial institution and third part credit agencies
- Information from Department of Works and Pensions and welfare benefits agencies
- Information from Medical and healthcare professionals and agencies
- Information from Services delivered or contracted by local authorities to promote the well-being of children (such as Children's Services, mental health services and education services)
- Information from services delivered or contracted by local authorities to promote the well-being of adults (such as Adult Social Care and mental health services.
- Information from the Police, probation and criminal justice services
- Information from partner agencies

Your personal information is only used for a specified purpose(s) but if we intend to use it for any other new purposes we will normally ask you first. For instance in some cases, the Council may wish to use your information for another purpose such as related to improving and developing services, or to prevent or detect fraud. In any event our processing will always have a demonstrable lawful basis. Where practicable and reasonable we will always seek to inform you of any significant proposed changes to how we process or intend to process your personal data, in order to ensure full transparency over how we handle your information

Why we collect your personal data

We collect your personal data for a number of reasons –

1. to provide you with advice or support or a housing service that you have requested or been referred to us for
2. to administer services Westminster City Council or the Housing Solutions Service is providing to you

3. to address and resolve complaints about our services
4. to carry out research to find out more information about the users of our service
5. to comply with applicable laws and requests from statutory agencies
6. to comply with any contractual obligations we have

How we collect your personal data

We collect your personal data in a number of ways –

1. by any paper application(s) you complete
2. by letter
3. by telephone or email conversations, or face-to-face interactions
4. by digital forms completed via an online portal

What we use your personal data for

If you contact us about your housing options, homelessness or threatened homelessness or the Housing Register, we will use the personal data you provide to:

- assess your situation
- contact you about your situation and the information you have provided
- ask you to provide documents to prove your homelessness, threatened homelessness or housing circumstances
- contact third parties with your personal information to request further personal information about you
- refer you to third parties and/or other agencies that may be able to help you.

Who we may share your data with

The third parties and/or other agencies that we may refer you to will depend on your personal situation, but may include:

- Social services and related agencies
- NHS medical professionals
- Your doctor or associated doctor's surgery staff
- Housing Associations
- Other departments within Westminster City Council
- The Home Office
- This list is not exhaustive, and we may need to use your data to refer you to other third parties and/or other agencies.

Consent and complying with the law

We will always ask your consent to share your personal information unless we have a legal duty or power to provide it without your consent, for example as part of the National Fraud Initiative.

Sometimes third parties may request information on your behalf about your housing application and they must provide your consent and show they are compliant with the Data Protection Act 2018 for us to do this. We have to process your personal data to comply with our legal obligations under the law on housing and homelessness.

Where you have criminal convictions or offences, we can process relevant personal information for the purposes of complying with the law on housing and homelessness. This is because:

- the processing is necessary to meet Westminster City Council's obligations under housing and homelessness law, and
- our Privacy Notice sets out how we will comply with the data protection principles.

Where we get your personal data from

Information you supply

For the purposes of homelessness applications and approaches for advice on homelessness, housing options and the Housing Register, you are the applicant and are the source of the personal data about you and the members of your household.

Information from other sources

We may also gather personal information about you and your household from other sources.

Examples include:

- private sector landlords, housing associations, lettings agents
- mortgage lenders
- health services
- children, family and adult services
- education services
- Department of Work and Pensions
- Westminster City Council departments such as Housing Benefit and Council Tax
- the Police, prisons, probation and youth offending services
- Citizens Advice and voluntary sector organisations.

Who processes your data and who we share it with

Housing Solutions staff involved in the administration and management of the Housing Register, homelessness and housing advice and options will receive and process your data.

We may share information about you relating to your housing options, homelessness or threatened homelessness and housing application and this information may be shared with third parties.

These include:

- The home office
- Other Council Departments e.g. Council Tax and Housing Benefit
- Other local authorities
- Landlords private and social
- Employers
- Financial institution and third part credit agencies
- Department of Works and Pensions and welfare benefits agencies
- Medical and healthcare professionals and agencies
- Services delivers or contracted by local authorities to promote the well-being of children (such as Children's Services, mental health services and education services)
- Services delivered or contracted by local authorities to promote the well-being of adults (such as Adult Social Care and mental health services.
- Police, probation and criminal justice services
- Partner agencies
- This list is not exhaustive and other third party agencies not included here may need be contacted by us from time to time

Homelessness data for research

We will share data with the Ministry of Housing, Communities & Local Government to evaluate and research homelessness on a national scale.

Transferring your data outside the UK or European Union

We will generally not transfer the personal data you have provided outside of the UK or European Union, unless this is required to investigate your housing application. When necessary this will be done in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

How long we keep your personal data

We will keep the personal data you have supplied for six years after your housing situation has been resolved and you have not contacted us again in relation to housing or homelessness.

If you apply to join the housing register and you do not renew your application, or contact us about it again, we will keep your personal data for six years after the renewal date was due.

If you are a Westminster City Council tenant, we will keep your personal information while you are a tenant and destroy it six years after your tenancy ends.

Automated decision making

We will not use the personal data you provide to make any automated decisions.

Your rights as a data subject

You have the right to:

- see the personal data Westminster hold about you at any time. This is subject to certain caveats, for example, where third parties are identified.
- ask Westminster to correct any errors in the personal data we hold about you.
- ask Westminster to erase your personal data. This right will not apply where we are processing your personal data because it is necessary to comply with a legal obligation.
- request that Westminster restrict the processing of your personal data. This will only apply in certain situations, for example where:
 - its accuracy is contested
 - the processing is unlawful and you oppose its proposed erasure by us
 - we no longer need to process the personal data, but it is required by you in connection with legal claims.
- object to the processing by Westminster where the processing is necessary for a task carried out in the public interest or in the exercise of official authority vested in the data controller. We will still be able to continue with the processing in certain circumstances, such as if there are compelling grounds for the processing which override your interests.

Making a Subject Access Request (SAR)

If you wish to access personal information that Westminster may hold about you, either on paper or electronically, you can make a Subject Access Request. You can also ask us to allow others to see your record.

Please note that we can't let you see any parts of your record which contain:

- confidential information about other people
- data we think will cause serious harm to you or someone else's physical or mental wellbeing
- information that may stop us preventing or detecting a crime.

Please write to:-
Data Protection

Westminster City Council
(Information Services)
1st Floor
5 Strand
London
WC2N 5HR

Email –dataprotection@westminster.gov.uk

Will you use my personal data for a different purpose?

No.

If we need to make any changes under the Data Protection Act, we will publish a notice on our website explaining what has changed and update our privacy notice.

Right to complain

If you have any worries or questions about how we manage your personal information, please email the Westminster City Council Data Protection Officer at dpo@westminster.gov.uk. This is because they are the Controller of your personal information for these services.

If you are dissatisfied with how we process your personal data, you have the right to complain to the Information Commissioner. Their website is found here - <https://ico.org.uk>. Their address is Information Commissioner's Office, Wycliffe House, and Water Lane, Wilmslow, SK9 5AF.

The Housing Solutions Service is delivered on behalf of Westminster Council by Places for People Ltd in partnership with The Passage Day Centre and Shelter.

Places for People
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