



## **PHOTGRAPHIC ID REQUIREMENTS**

### **Why do we need a photograph of new tenants?**

There is a high demand for social housing and we are committed to doing all we can to ensure genuine applicants are housed. Using photographic ID helps us to tackle tenancy fraud and unlawful subletting, both of which are a serious breach of the tenancy.

### **What will the photograph be used for?**

Photographic ID will be used for verification when we visit you, for example tenancy visits or maintenance inspections. We will treat the photograph in the same way we treat all other personal information: in full compliance with Data Protection law. We will not share your photograph with third party organisations unless, exceptionally, we have a legitimate need to manage your tenancy or in cases where we have a statutory obligation (i.e. to prevent crime or to combat tenancy fraud).

### **What kind of photo is needed?**

Applicants will have their photographs taken when signing for a new tenancy. The photograph will be a clear, full face picture similar to that required for a passport or driving licence application.

### **Can an applicant refuse to have their photograph taken?**

We are required to take a photograph of all new tenants without exception. Our staff members will deal sensitively with any concerns you may have and will make arrangements, wherever possible, to ensure photographs are taken without undue inconvenience so that the tenancy can commence. If an applicant refuses to have their photograph taken, we may be forced to withdraw the offer of tenancy.