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**ASSISTED GARDEN MAINTENANCE APPLICATION FORM**

**Name:** ..........................................................................................................................................

**Address: .**.....................................................................................................................................

**Tel No: .**.........................................................................................................................................

**Email Address:** ...........................................................................................................................

**DOB........................................................Age: ......................................**

**Details of disability:** .................................................................................................

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

Work required:

Front Back

Grass Cutting

Hedge Trimming



|  |  |
| --- | --- |
| **You live alone & are physically unable to maintain your garden & have no-one in the district or locality who is able to maintain your garden for you, Or;** | YES/NO |
| **You are in receipt of PIP or Attendance Allowance & are physically unable to maintain your own garden.  (if yes, please provide proof of your benefits)** | YES/NO |
|  |  |

I agree to pay the weekly service charge for a full twelve months as the cost is spread throughout the year. This sum may change annually subject to contract costs.

I understand that if there are arrears on my account the service will be withdrawn. The arrears will then need to be cleared before the service can be reinstated.

**Signed Tenant 1 ........................................................... Date .................................**

**Tenant 2 ........................................................... Date ..................................**

**Equal Opportunities**

We want to make sure our services are available to the people that need them, whatever their race, colour or national origin. The information you give here will help us do this. What you tell us will not affect your application and you do not have to give us this information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Application** | **Joint Application** |
| **A** | **White** |  |  |
|  | British |  |  |
|  | Irish |  |  |
|  | Any other White background |  |  |
|  |  |  |  |
| **B** | **Mixed** |  |  |
|  | White & Black Caribbean |  |  |
|  | White and Black African |  |  |
|  | White and Asian |  |  |
|  | Any other Mixed background |  |  |
|  |  |  |  |
| **C** | **Asian or Asian British** |  |  |
|  | Indian |  |  |
|  | Pakistani |  |  |
|  | Bangladeshi |  |  |
|  | Any other Asian background |  |  |
|  |  |  |  |
| **D** | **Black or Black British** |  |  |
|  | Caribbean |  |  |
|  | African |  |  |
|  | Any other Black background |  |  |
|  |  |  |  |
| **E** | **Gypsy/Romany/Irish Traveller** |  |  |
|  |  |  |  |
| **F** | **Chinese or other ethnic group** |  |  |
|  | Chinese |  |  |
|  | Any other |  |  |
|  |  |  |  |
| **G** | **Sexual Orientation** |  |  |
|  | Bisexual |  |  |
|  | Heterosexual |  |  |
|  | Homosexual |  |  |
|  | Do not wish to answer |  |  |
|  |  |  |  |
| **H** | **Religion** |  |  |
|  | Baha'i |  |  |
|  | Buddhist |  |  |
|  | Christian |  |  |
|  | Hindu |  |  |
|  | Jain |  |  |
|  | Jewish |  |  |
|  | Muslim |  |  |
|  | Sikh |  |  |
|  | Zoroastrian |  |  |
|  | Other |  |  |
|  | None |  |  |
|  | Do not wish to answer |  |  |

**Privacy Notice**

The privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form.

Please read the privacy notice for more details.

**Privacy Notice**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case for a public task (Art. 6(1)(e). This means we collect your personal information from you so that we can carry out our statutory functions. In this case we are collecting personal information so that we can assess your needs for the purposes of your assisted garden maintenance scheme application.

*If you’re providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).*

**How will we use the information about you?**

We use the information to process your application for the Council’s Garden maintenance scheme. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

*We will not share the personal information we hold with any external organisations except for partner organisations. By partner organisations we mean our Garden Maintenance contractors where sharing your data is necessary to deal with your matter.* We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

**How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. We consider what the legislation states and what is good practice to determine how long we need to keep your information. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. If you consider we are using your personal information incorrectly, you can object. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <http://www.stalbans.gov.uk/Images/SADC%20Data%20Protection%20Policy%20March%202017_tcm15-57902.pdf>

We review this policy annually. An updated General Data Protection Regulation version will appear here before 25th May 2018.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.