



Torrige District Council
Benefits Team
Riverbank House
Bideford
Devon, EX39 2QG

NOTIFICATION OF A CHANGE OF CIRCUMSTANCES

Claim no

Name

Address

I have to inform you that there is a change in my family or financial circumstances as shown below:-

If a change of address

New address:

Date of change

Other Change

This change came into effect from:

Signed:

Date:

New benefit/support claim form taken? Yes No Not required

You must complete a new form if you have moved and you still want benefit/support. You must return the new form within **one calendar month** of your change of circumstances.

If you delay returning the new form you may lose benefit/support.

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

- Legal Obligation – in relation to personal data
- Social Security Law – in relation to 'special category' personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website: www.torrige.gov.uk/privacypolicy

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to:

Data Protection Officer
Riverbank House
Bideford
Devon
EX39 2QG.