

REVENUE & BENEFIT SERVICES
ISLE OF WIGHT COUNCIL OFFICES
BROADWAY
SANDOWN
ISLE OF WIGHT
PO36 9EA



Dear Sir/Madam

Landlord Portal

We are pleased to announce that the Isle of Wight Council Landlord Portal is now live and ready for you to access.

By signing up to the landlord portal you will be able to:

- Check **your payments**; this will give you a breakdown of the payments you have received for each of your tenants in receipt of housing benefit.
- You can **review individual cases**, where payment is made to you, allowing you to view claim details such as the next payment dates.

In order to be set up on the Portal, please have the attached form completed by a Senior Manager or Owner and return it to our office as a signed and scanned document via email to housing.benefit@iow.gov.uk adding Landlord Portal to the subject line or post to Revenue and Benefit Services, Isle of Wight Council Offices, Broadway, Sandown, Isle of Wight, P036 9EA.

Once your Landlord Portal agreement has been received and your account has been created you will be notified by email and provided with a link to the Landlord Portal and the user guide.

Please ensure you change your password when a member of staff leaves your employment to safeguard the personal data.

It is important that you understand that the information you view and save is personal data and is covered by the Data Protection Act 1998. You must take steps to ensure that your use of this data is within the Act. Any suspected abuse of this data will result in suspension from the Landlord Portal, pending an investigation.

Yours Faithfully

Miss Debbie Vallas
Acting Benefits Operational Manager IRRV Tech

Isle of Wight Council - Landlord Portal



Agreement Form for Access

Name of landlord: _____

Landlord reference number: _____

Contact name responsible for access: _____

Contact email address: _____

Telephone number _____

**** You must complete all of this section in order to get access**

Landlord Portal – Terms and Conditions for Usage

By signing this form it is understood that the Isle of Wight Council is allowing you, the landlord access to details of our claimant information, as prescribed by law, via the 'Landlord Portal'. In doing so you should not disclose your username, passwords etc. to any un-authorized person.

Please note, the first time you login you may be given the option to change your username. As per the agreement made to use this software, please keep the username the same as was originally provide. Under no circumstances must you change the user name provided by the Isle of Wight Council.

You must understand that you are being given access to data held by the Isle of Wight Council, on the agreement that you, the landlord, are in receipt of Housing Benefit for our claimant. If you are no longer their landlord you must notify this office at once.

You agree to take steps to protect the security of the data that you have access to and any information you obtain via this portal must not be disclosed to a third party.

You agree when accessing and/using the information you gain, you will comply with the Data Protection Act 1998 and all other legal obligations.

You will not deliberately introduce viruses, or any other malware into the Isle of Wight Council's computer system.

You must notify our office of any changes at once. I accept that the Isle of Wight Council has the right to revoke this access at any time should they deem it necessary.

Signed: _____

Name: _____

Position: _____

Address: _____

Date: _____

