**Guidance on How to Complete the 2021 Census Form?**

**Sunday 21st March** is national Census Day in England and Wales.

The Census records all those usually living in the house and guests who do not usually live in the house but who are staying overnight.

**All households must complete the census on 21st March or as soon as possible after**.

This is a legal requirement. Failure to complete the census could lead to a £1000 fine. But fines are rare and are only likely to be served if a person repeatedly refuses to complete a form having been visited on a number of occasions during March, April and May. Door to door house visits will commence on 23rd March where forms have not been completed on-line or on paper.

**Individuals living in a household** on 21st March (or staying overnight as a visitor/guest) who do not wish to share their personal information with others living in the same household can request their own code to complete the survey online (this is sent via text or email) or can request a Paper Copy.

**Completing individual forms and visible data?** When an individual is hosted or is living in shared accommodation and completes their own personal form their completed form will automatically be linked to the address but will not be visible to the main householder or other householders living at the address.

**Personal Data** is not shared with anyone (Home Office, DWP, Police etc.)

Personal data recorded for each property is locked for 100 years and will not be released until 1st April 3021.[https://census.gov.uk/your-data-and-security?](https://census.gov.uk/your-data-and-security?utm_source=google&utm_medium=sitelink_extensions&utm_campaign=national_campaign&utm_content=search&gclid=Cj0KCQiAhP2BBhDdARIsAJEzXlEiwCZ_r8Y-VqrdDaVdbon0RwD4vWJ-dXs7_hYtRkcarAksdRkJaFYaAvA-EALw_wcB&gclsrc=aw.ds)

**Census Contact Centre** help line free phone 0800 141 2021 <https://census.gov.uk/help/find-a-census-support-centre>

**For language support** and guides in 200+ languages call 0800 587 2021

<https://census.gov.uk/help/languages-and-accessibility/languages>

**Census Engagement Officers** Each Area has a Census Engagement Officer who is there to answer questions, speak to groups and set up group calls in other languages if required.

**Hotels and Emergency Accommodation (Night Shelters etc.)**

If you are supporting people in Hotels the local Census Engagement Officer will put you in contact with the **Communal Establishment Officer** who is responsible with liaising with the hotel (or other temporary overnight accommodation) and makes sure each guest is either provided with a paper copy or supported to get their own access code so that they can complete the form on line.

**Advice for Hosting Projects and Hosts?**

* Is your guest viewed as a member of your household or are you simply providing emergency overnight accommodation? How you interpret this question will determine whether you need to fill in section H3 on page 3 and subsequent questions relating to each individual or tick H4 and then complete the Visitor questions on page 32. If completing the visitor questions, then for question V4 usual address in the UK put **No Fixed Address**.
* If the person is being hosted/or is sofa surfing the main householder will simply add their name but not complete the rest of the form relating to individuals for whom they do not have full information. When the individual completes their own personal form their will automatically be linked to the address but will not be visible to the main householder or other householders completing their own forms for the same address. <https://census.gov.uk/where-to-find-your-access-code>
* A number of hosting projects are asking referral partners to contact guests and provide guests with the appropriate language leaflet and with requesting an access code or paper form and then assisting the guest with completing the form.
* Where a project allows self-referral then the project team could again facilitate getting the right language leaflet to the guest and advising them to request their own code to complete their own form.

**Advice for Housing/Property projects or Projects supporting people in Home Office dispersal accommodation?**

* Everyone allocated a bed in a shared house/flat etc. forms part of the household and needs to be recorded in section H3 of the census form.
* If individuals do not want to share personal information with housemates (for example sex/gender) then they can request a paper copy or their own access code which is generated automatically <https://census.gov.uk/where-to-find-your-access-code>
* NACCOM projects delivering shared accommodation are advised (subject to your Covid risk management procedures) to visit each property and assist each member of the household with completing the questionnaire including helping them to request individual access codes or if they prefer a paper copy. Language leaflets and further explanation can be given at these visits.

**Other Support/Events**

The Small Charities Commission has arranged an event at 11am on Thursday 18th March **“Getting Ready For The Census us 2021”** It will cover:

* Information about the free census contact centre
* A look at language support
* A look at the help section on the census website, [www.census.gov.uk/help](https://smallcharities.us18.list-manage.com/track/click?u=80b6caa42512f07bfb5b62910&id=b10cb612f9&e=23b4ee45c6)
* Information about Census Support Centres, which will be offering face-to-face help in local areas where it is safe to do so.
* Click [**here**](https://smallcharities.us18.list-manage.com/track/click?u=80b6caa42512f07bfb5b62910&id=bc1ca28bd1&e=23b4ee45c6) to join the event.

**Recording NRPF Statistics?**

Most of us would like the Census to record the status of people with NRPF conditions who do not have the right to work or benefits in the UK. It is not clear how to do this.

It has been suggested that answering yes to Q38 and then at Q41 recording **No Recourse To Public Funding** would be the best way of doing this.