



Housing Services, Town Hall, Darlington, DL1 5QT  
Tel: 01325 388542

### ACCESS TO PERSONAL INFORMATION

To protect our clients from unauthorised access to their personal information, and to comply with the Council's legal obligations under the Data Protection Act 1998, we require authorisation from clients before any information is disclosed to a third party, requesting information on their behalf.

I  of

Telephone Number:

Email:

give authority to:

Name

Address

Telephone number

Relationship

to access my personal information from Housing Services, in relation to:

- Current Housing Rent
- Former Rent Account  Please state address \_\_\_\_\_
- Housing Benefit
- Housing Application
- Correspondence Address  (tick this box if you wish all correspondence regarding the above to be sent directly to the named person above)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If the above circumstances change please contact Housing Services.

To be returned to: - Housing Services, Town Hall, Darlington, DL1 5QT