



HOUSING & BUILDING SERVICES
Town Hall, Darlington, DL1 5QT
Tel: 01325 405333

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. If you wish to give your consent to a third party please would you complete and return the form below.

I of
(Please print full name) (Please print full address)

give authority to:

Name

Address

Telephone number

Relationship

to access my personal information from the Housing Services, in relation to
(please tick appropriate boxes):

To deal with all matters relating to my tenancy Name, Agency _____
Current Housing Rent Tel No: _____
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 & Building Services, Town Hall, Feethams, Darlington, DL1 5QT

