

Authority to Disclose Information Form

This form should be completed by you when you wish Monmouthshire Housing Association to disclose information on matters relating to your general welfare, benefit entitlement and any tenancy-related issues to third parties to enable them to act on your behalf.

Please read the data protection statement carefully to ensure you understand how we will use the data provided in this form. A copy of our Privacy Notice is also attached for your information, this only applies to our use of your data. Please note that where you have given consent for your information to be disclosed to an individual/organisation they are deemed as a data controller under the GDPR and therefore are responsible for conforming to the applicable requirements of data protection laws and we recommend that you familiarise yourself with their privacy policies. If you have been sent this form electronically or accessed it via our website, please click on the link below to view our Privacy Notice.

[Data protection \(GDPR\) \(monmouthshirehousing.co.uk\)](https://monmouthshirehousing.co.uk/Data-protection-(GDPR))

Please return this form to: Monmouthshire Housing Association, Nant-Y-Pia House, Mamhilad Technology Park, Monmouthshire.

Our Data Protection Statement

By submitting this form, you agree to Monmouthshire Housing Association as data controller to disclose data as above to the individual/organisation acting on your behalf. The legal basis for us to share this information is your Consent. To share Special Category Data, we rely on your Explicit Consent. You have the right to withdraw this consent at any time by sending an email to gdpr@monmouthshirehousing.co.uk

The information recorded on this form (called 'Personal Data/Special Category ' in the Data Protection Act) may be put on Monmouthshire Housing computer systems and/or may be kept as manual records and will be processed to enable Monmouthshire Housing Association deal with your nominated advocate . Personal data will be retained only for as long as is necessary to fulfil the purpose above. After that well securely remove and delete it from our files. You have the right to ask Monmouthshire Housing Association for a copy of your data and for a description of how it is being used and to whom it is disclosed. Please contact customer services for details. Monmouthshire Housing is registered under the Data Protection Act 2018, registration number Z143441.

My details

Name	
Address (including post code)	
My rent account number	

Named Person/ Organisation Details:

Name	
Address (including post code)	
Telephone	
Mobile	
Email Address (please ensure that this is the same address that we already use to communicate with you)	
The person's relationship to me	
The persons email address - This information is to be used for verification purposes - to ensure that we are always speaking to the correct person.	

Tenant Declaration & Consent

I authorise the above name person/organisation to be supplied with the following information.

Please tick the information you consent to:

Rent payment information	
Information about anti-social behaviour	
Special category data i.e. relating to my physical or mental health conditions or other personal information. I give my Explicit Consent for this information to be shared if required (Additional signature is required to confirm this)	Please sign here to confirm your consent to share this information:
Information on criminal convictions or criminal proceedings or allegations	
Information on your tenancy agreement	
My housing application	

Other (Please specify below)	
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I understand that my Consent/Explicit Consent to share information will remain in place unless I ask that it is ended.	
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Signature:	Date:
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If you decide you don't want us to give information to your nominated person anymore, please let us know in writing