**Customer Services Oxford City Council**



Central Number: 01865 249 811 **109-113 St Aldates**

**Oxford**

**OX1 1EN**

**AUTHORITY FOR THE DISCLOSURE OF INFORMATION AND PERMISSION TO ACT ON YOUR BEHALF**

**Permitted under the Data Protection Act 2018**

Customer(s) Name: …… ……………………………………………………………………………………

Customer(s) Address: ………………………………………………………………………………………

…………………………………………………………………………………………………………………

Telephone Number: …………………………… Email: …………………………………………………

*You need to provide two forms of ID (one with a photograph) to confirm your identification.*

**I/We the customer(s) named above consent to Oxford City Council disclosing information regarding my:**

Tenancy Ref: 900……………….

Rent Account/

Garage/Leaseholder Ref: 900………………..

Housing Benefit Claim Ref: 80…………………

Council Tax Account Ref: 6…………………..

NNDR Account Ref: 7…………………..

Other (Please specify) ………………………………………………………………………………

**With:**

Name/Organisation: …………………………………………………………………………………………………………………..

Address: ……………………………………………………………………………………………………….

…………………………………………………………………………………………………………………..

Relationship to customer(s): …………………………………………………………………………………………………………………..

Telephone number: …………………………….. Email: ………………………………………………….

|  |
| --- |
| **PERMISSION FOR AUTHORITY TO ACT**  I also consent to the above named person acting on my behalf until I instruct otherwise. |

|  |
| --- |
| **Password:**  To enable us to carry out these duties please (below) provide a password that must be known by the person you are authorising disclosure in this document.  …………………………………………………………………………………………………………………  If your representative (or yourself) forgets/mislay your password we will need a new form completed. |

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| --- |
| **Review Period:**  We are required to review all *permissions to disclose* and therefore this consent notice will last for 18 months from the date it was signed. A new form will be required at this time. |

Signed (Customer)

…………………………………………………………………………………………………………………..

Date:

……………………………………………………………………………………………………………

Personal data held by Oxford City Council has been obtained in accordance with the principles contained in the Data Protection Act 2018 and is processed according to General Data Protection Regulation 2018.