



Authority to Disclose Information Form

This form should be completed by you when you wish Awen Housing Group 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. The consent given on this form is valid for 12 months maximum.

Please read the data protection statement carefully to ensure you understand how we will use the data provided in this form. A link to a copy of our Privacy Notice is also given below 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. Please click on this link to view our Privacy Notice [AHG-Privacy-Notice-May-26.pdf](#).

Please return this form to: Awen Housing Group, Nant-Y-Pia House, Mamhilad Technology Park, Monmouthshire, NP4 0JJ.

Our Data Protection Statement

By submitting this form, you agree to Awen Housing Group 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 (given separately to your Consent). You have the right to withdraw this Consent and/or Explicit Consent either verbally on the phone or face-to-face or in writing at any time by sending us a letter or an email to gdpr@awenhomes.co.uk.

The information recorded on this form (Personal Data and/or Special Category Data as outlined in the Data Protection Act) may be put on Awen Housing Group's computer systems and/or may be kept as manual records and will be processed to enable Awen Housing Group to deal with your nominated advocate. Personal data will be retained only for as long as is necessary to fulfil the purpose above. After that we will securely remove and delete it from our files.

You have the right to ask Awen Housing Group 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.

Awen Housing Group is registered under the Data Protection Act 2018, registration number Z1434441.

If you feel that your personal information has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal information, you have the right to make a complaint in the first instance to AHG via any channel such as online via our Complaints enquiry form on our website ([Contact Us - Awen Housing Group](#)), via email to gdpr@awenhomes.co.uk (or any other AHG email address), in person, on the phone, at our above Head Office address etc.

If you are still unsatisfied following AHG's response then you can contact the Information Commissioner's Office. The ICO can be contacted via www.ico.org.uk or by telephone on 0303 123 1113.



My details

Name	
Address (including post code)	

Named Person/ Organisation Details:

Name	
Address (including post code)	
Telephone	
Mobile	
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 (for an initial 12 month period):

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 Special Category information: _____
Information on criminal convictions or criminal proceedings or allegations	
Information on your tenancy agreement	
My housing application	
Other (Please specify below)	

I understand that my Consent/Explicit Consent to share information will remain in place for 12 months unless I request 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.