

## Authority to Act Nominee Form



Data Protection:

Derby Homes is the data controller for any personal information you provide. We will observe strict confidentiality in line with the Data Protection Act 2018 Your information will only be used for Tenancy related functions of which they are intended and may be shared across departments within Derby Homes, relevant departments within Derby City Council or with other agencies as the function requires. For more information on your data protection rights as covered in our Fair Processing Notice please visit Derby Homes' website. If you require printed copy of the Fair Processing Notice contact us by email: [information.governance@derbyhomes.org](mailto:information.governance@derbyhomes.org) or alternatively you can write to us Information Governance, Derby Homes Ltd, 839 London Road, Derby, DE24 8UZ

The Data Protection Officer is Taranjit Lalria who can be contacted at the addresses above.

*To be completed by the customer:*

Name	
Address	
Email	
Mobile Telephone Number	
Home Telephone Number	

*I authorise Derby Homes to communicate with the person named below on my behalf and to disclose to Derby Homes and receive from Derby Homes my personal data and sensitive personal data in relation to:*

	Tick appropriate box
All tenancy related matters	Yes <input type="checkbox"/> No <input type="checkbox"/>
Another purpose	Yes <input type="checkbox"/> No <input type="checkbox"/>
If another purpose, please state:	

*I authorise Derby Homes to do this:*

	Tick appropriate box
For the duration of my tenancy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Or until	Date:

Signature of customer	
Date	

*To be completed by the nominee:*

Name	
Address	
Email address	
Mobile telephone number	
Home telephone number	
Relationship	

*I agree to be the contact point for the above-named person and to act as their appointed nominee for the identified purpose until the date specified above:*

Nominee's signature	
Date	

**Derby Homes will send an acknowledgement letter to the customer and the nominee on receipt of the completed form.**