Data Protection Act Disclosure Authority

Grange PROPERTY MANAGEMENT

This form **only** needs to be completed if you wish to allow a friend or family member authorisation to discuss your service charge account on your behalf. Please complete this form and send to:
Grange Management (Southern) Ltd, PO Box 922, Bromley, Kent BR1 9GB

I/We *(Name)*

Of *(Address)*

Postcode:

Telephone No:

Hereby give Grange Management (Southern) Ltd my authority to discuss any details regarding my lease/tenure and occupations with the below named:

Contact Name:

Address:

Postcode:

Telephone No:

Email Address:

Relationship to Resident:

I would also like all future correspondence regarding my account to be sent to the above named (please only tick if you would like **ALL** correspondence from us to be sent to the above named instead of to you at your property address or supplied alternative address).

YES ◯ **NO** ◯

Signed: **Date:**

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). The information which you supply to us will be treated confidentially and only used for the administration of your account. We may share this information with partner organisations (for example contractors, local authorities etc.) but only in relation to services that are provided to you.

NOVEMBER 2016