

Third party authority to act on your behalf form

Your authority

At Citizens Advice Bucks, we need to ask for your authority and consent if you wish for another person (third party) to speak to us on your behalf.

Client Name:	
Client Address and Postcode:	

I (client), authorise _____ to act on my behalf.

I (third party) accept this nomination and consent for my personal information to be recorded:

Tel: _____ Email: _____

Concerning (tick all that apply):

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Employment | <input type="checkbox"/> Benefits | <input type="checkbox"/> Relationships and family |
| <input type="checkbox"/> Money advice | <input type="checkbox"/> Consumer | <input type="checkbox"/> Council Tax |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Health and community care |
| <input type="checkbox"/> Immigration | <input type="checkbox"/> Travel and transport | <input type="checkbox"/> Other |

How we use your information

When we record and use your personal information we:

- only access it when we have a good reason
- only share what is necessary and relevant
- don't sell it to commercial organisations

We need to record information about you to help with your enquiry. We have a legitimate interest to do this. We'll make sure all your information is kept safe in our secure case management system.

In addition, we need your (client) explicit consent to record special category information. Please tick below if you give consent to record any categories that are relevant to your query:

- | | |
|---|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Ethnic origin | <input type="checkbox"/> Trade Union Membership |
| <input type="checkbox"/> Religious or philosophical beliefs | |

Signature (Client):	Date:
Signature (Third party):	Date:

About us

Citizens Advice Bucks is an operating name of Citizens Advice Buckinghamshire Ltd, a company limited by guarantee Company Number 06693405. Registered Office 2, Pebble Lane, Aylesbury, Bucks, HP20 2JH Charity Number 1126825 Authorised and regulated by the Financial Conduct Authority, Authorisation Number: FRN 617495. We are registered with the Information Commissioner's Office Number Z1703037. Adviceline Number 0808 278 7938