

**AUTHORISATION OF AGENT FORM**  
**Data Protection Act, 1998**



If you are appointing someone else to receive information and act on your behalf (an agent), you will need to complete Part 1 and your agent will need to complete Part 2 of this form.

The information provided on this form will only be used for administering and investigating your query/ complaint and will not be used for any other purposes. Please note your information may be disclosed to other Business Units within the Council in order to consider and action your agent's request for information.

<b>Part 1 – Details of the data subject (person who the request for information relates to)</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other (please state):	
First name(s):		Surname:	
Address:			
		Date of Birth:	
Postcode:		Telephone No.	
<b><u>Declaration</u></b>			
<b>I am the above-named person and authorise Torbay Council to provide information to my agent whose name and address are given below (part 2)</b>			
Name (use block capitals):			
Signature or mark of person giving the authority:			
Proof of identity enclosed (please tick) <input type="checkbox"/>		Date:	
<b>Part 2 - Details of the agent (the person requesting information on behalf of the data subject) - to be completed by the agent</b>			
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Other (please state):	
Forename:		Surname:	
Address:			
Postcode:		Telephone No.	
What is your relationship to the data subject?			
<b><u>Agent Declaration</u></b>			
<b>I declare that I make this application on behalf of and solely in the interest of the named individual above (data subject). To ensure confidentiality I accept that you may need to make further enquiries to validate this authorisation.</b>			
Name (use block capitals):			
Signature or mark of person giving the authority:			
		Date:	