



Tenant Representation Declaration Form

Consent for Representative to Discuss Tenancy

Moray Council is committed to protecting personal information in compliance with Data Protection legislation, including the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Council will discuss your tenancy with you, however, if you wish for the Council to discuss your tenancy with a representative on your behalf, please complete and return this form.

The information you provide about yourself, and the information provided by and about your appointed representative on this form will be processed in accordance with the Privacy Notice attached to this form.

TENANT DETAILS	
Full Name	
Council Property Address (to which this declaration applies)	
Phone Number	
Email	
APPOINTED REPRESENTATIVE DETAILS	
Representative's Full Name	
Relationship to tenant	
Home Address	
Phone Number	
Email	

I give my permission for the above named representative to share/ discuss my tenancy and the following information relating to my tenancy with Moray Council on my behalf (please tick all that apply):

Type of Personal Information	Please tick if you consent (optional)
Name	
Date Of Birth	
Contact details (such as email address, phone number, home address)	
Gender	
Bank/Credit details	
Photographic information (such as the inside or outside of a property)	
Identification numbers (such as application number, tenancy reference number etc.)	

PERSONAL DATA

- I give my consent for Moray Council to discuss/share the above confirmed categories of information, which may affect my tenancy at the above stated address, with my stated Representative.

TENANT'S SIGNATURE		DATE	
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SPECIAL CATEGORY PERSONAL DATA

Type of Special Category	Please tick if you consent (optional)
Race or Ethnicity	
Political, philosophical, religious beliefs	
Health and Medical Information	

- I consent for Moray Council to discuss/share the selected special categories of personal data that may affect my tenancy at the above stated address, with my stated Representative.

TENANT'S SIGNATURE		DATE	
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CRIMINAL CONVICTIONS AND OFFENCES

- I consent for Moray Council to discuss/share my personal data relating to criminal convictions and offences that may affect my tenancy at the above stated address, with my stated Representative.

TENANT'S SIGNATURE		DATE	
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RIGHT TO WITHDRAW CONSENT

- I understand that I have the right to withdraw or update any of the above consents at any time, by contacting Moray Council Area Housing Team by email at housing@moray.gov.uk or by phone on 0300 1234566.

DECLARATION

I confirm that:

- The [Privacy Notice](#) has been made available to me and I am aware that the information I have selected to be shared/discussed with my representative, will be processed in accordance with this Privacy Notice.
- I understand that Moray Council will contact me annually to review the consent I have provided in this declaration so that the information I have consented to share can continue to be shared/discussed with my representative

TENANT'S SIGNATURE		DATE	
REPRESENTATIVE'S SIGNATURE		DATE	
AHO/MANAGER SIGNATURE		DATE	
PRINT NAME:			

Please Note - This authorisation cannot be used where the person giving the permission is losing or has lost capacity to act on their own behalf. If this is the case you may need to seek medical and/or legal advice on what you need to do. More information can be found using this link <https://www.publicguardian-scotland.gov.uk/power-of-attorney>.

Please complete and return the form to your Area Housing Officer as soon as possible by email to housing@moray.gov.uk or in the enclosed pre-paid envelope.