

# Third Party Complaints Consent Form

## Terms and Conditions:

Please complete this form if you wish to authorise another person to access your complaint data and act on your behalf.

If you wish to withdraw this permission, you must notify us in writing.

This form should only be used when:

- The complainant is unable to log a complaint themselves, **or**
- The complainant would like an advocate to do so on their behalf.

**Important:** This form does **not** grant another person access to private complaint data relating to an ongoing or closed complaint.

☐ - Please tick to confirm that you agree to the terms and conditions \*

Please complete all sections below:

Section A: Your Details (person making request, please complete in full)	
Full name	
Date of birth	
Address (incl. postcode)	
Telephone	
Mobile	
Email	

Section B: Representative Details. (The person you are granting permission to access your personal information and act on your behalf, please complete in full)	
Full name	
Date of birth	
Address (incl. postcode)	

Continue section B on next page.

Section B continued:

Telephone	
Mobile	
Email	
Relationship to you	

### Section C: Your Authorisation

- I am the person named in Section A and hereby give consent for the person named in Section B to access my personal information and act on my behalf.
- I confirm this person is over 18 and I will notify Milton Keynes City Council in writing if I wish to withdraw these permissions in the future.
- I confirm that the information I have provided is correct to my knowledge and belief.

Name			
Signature		Date	

### Section D: Representative Authorisation

- I am the representative named in Section B and agree to act on behalf of the person named in Section A.
- I agree to my personal details being processed by Milton Keynes City Council in accordance with this authorisation.
- I confirm that I am over the age of 18.

Name			
Signature		Date	

#### Need to contact us?

[complimentsandcomplaints@milton-keynes.gov.uk](mailto:complimentsandcomplaints@milton-keynes.gov.uk)

01908 253817

Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)