

*[Insert Local Authority Name and Logo]*

## Nomination of a Co-correspondent

From time to time the Local Authority will contact you by letter or email. To ensure you are supported in responding and carrying out any action required you can nominate a co-correspondent. Your nominated co-correspondent will be notified by the Local Authority when a letter or e-mail is sent to you.

### Applicant/Tenant Details

Name of Applicant/Tenant:

Housing Application Number

(If applicable):

Applicant/Tenant Date of Birth:

Applicant/Tenant PPS Number

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### Applicant/Tenant Consent

Please indicate your consent by ticking the box below

I give consent to the Local Authority to notify my nominated co-correspondent when correspondence is issued to me.

Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and are clearly set out in the Local Authority's Privacy Statement. Copies of this are available at the Local Authority's offices. If you have any questions about your rights under GDPR, you can contact the Local Authority's Data Protection Officer, or you may contact the Office of the Data Protection Commissioner (ODPC).

You must notify the Local Authority in writing if you wish to withdraw this consent at any date in the future.

Applicant/Tenant signature:

Date:

*[Insert Local Authority Name and Logo]*

## Nomination of a Co-correspondent

### Co-correspondent Details

Co-correspondent Name:

Co-correspondent Tel:

Co-correspondent Address:

  
  

### Co-correspondent Consent

Please indicate your consent by ticking the relevant boxes below

I give permission for the data I have provided to be stored by the Local Authority

I consent to receiving notification of any communications issued to applicant overleaf in relation to their Social Housing Support Application or tenancy

Your rights as a data subject under the General Data Protection Regulation (GDPR) apply in full and are clearly set out in the Local Authority's Privacy Statement. Copies of this are available at the Local Authority's offices. If you have any questions about your rights under GDPR, you can contact the Local Authority's Data Protection Officer, or you may contact the Office of the Data Protection Commissioner (ODPC).

You must notify the Local Authority in writing if you wish to withdraw this consent at any date in the future.

Co-Correspondent Signature:

Date: