

## Granting us permission to discuss your tenancy

Under certain circumstances, you might wish to give us permission to discuss your tenancy with someone else. You can use this form to let us know who else we can talk to about your tenancy, and what we can discuss with them.

<b>Section 1 - To be completed by the tenant</b>	
Your name	
Your address	
Your contact number(s)	
Your email address	
Your relationship with the nominated person	
<b>Section 2 - To be completed by the nominated person(s).</b>	
<p>Please note that we are generally only able to accommodate a maximum of 2 nominated persons to contact us on a tenant's behalf. Any details provided will be used for the purpose of communicating with you about the named tenant regarding the matters confirmed below. You may also receive information from Watford Community Housing about other matters relating to the person's tenancy including news and general communications.</p>	
<b>Name(s) of nominated person(s)</b>	Nominated person 1
	.....
	Nominated person 2
	.....

<b>Contact telephone number(s)</b>	Nominated Person 1 : 1. .... 2. ....  Nominated Person 2 : 1. .... 2. ....
<b>Address</b>	Nominated Person 1 : 1. .... 2. ....  Nominated Person 2 : 1. .... 2. ....
<p><b>Declaration - to be completed by the tenant</b></p> <p>I give my permission for the named nominated person(s) to contact Watford Community Housing about the following matters surrounding my tenancy (please delete the options which do not apply):</p> <ol style="list-style-type: none"> <li>1. Rent</li> <li>2. Repairs</li> <li>3. Anti-social Behaviour/neighbourhood issues</li> <li>4. Estates matters</li> <li>5. Other</li> </ol> <p>..... (Please detail)</p>	
<b>Anticipated Time Period</b>	From: To:
<b>Tenant's signature</b>	
<b>Date</b>	

## Data Protection Statement

We will use the information provided on this form to update our housing management records accordingly and to carry out your wishes as tenant in terms of managing your tenancy. We will keep this information on file until you confirm to us in writing or in person that you no longer wish your nominated person(s) to discuss your tenancy with us. We will share the information you give on this form with our contractors, local authorities, support partners and agencies, professional advisers, other social landlords and with the police and government agencies for various purposes connected with your tenancy or any additional needs you may have. Further information about how we manage your personal information is set out in our full privacy notice 'Your Privacy Matters' available at [www.wcht.org.uk](http://www.wcht.org.uk).