

Authority to discuss – letter of authority

I, give the person named below, give authority to discuss all aspects of my tenancy and / or account with Acis on my behalf. This includes (but is not limited to rent/service charges/payments/charges, repairs, tenancy issues and access required. I also authorise the named person below to provide information and update my details including (but not limited to) new contact information.

Please tick one of the following	<input type="checkbox"/> I am a tenant <input type="checkbox"/> I am a shared owner
Resident name	
Resident name (if joint tenancy or account)	
Your address	
Postcode	
Email address	
Preferred contact telephone number	

This authority is to remain in place until such time as I ask for it to be revoked.

Authorised contact details	
Authorised contact name	
Date of birth	
Address	
Email address	
Preferred contact telephone number	



Signed:	
Print name:	
Signed: (second signature if joint tenancy or account)	
Print name:	
Date:	

Privacy statement

Acis Group Limited (Acis) is committed to protecting and respecting your privacy. We think it is extremely important to keep any personal information we have about you secure and confidential and in accordance with Data Protection Legislation including the Data Protection Act and the General Data Protection Regulation (GDPR), as amended from time to time.

We share your name and contact details across the Acis group of companies and with our suppliers and partners in order to deliver our services to you. We only share your detailed personal information (including sensitive personal information) so that we can service your needs and our legitimate business needs. We may share this information with suppliers and partners for reasons including (but not limited to) providing services to you, for the collection of debts and taxes, and for the prevention, detection and prosecution of crime. Our full privacy statement information on your rights can be found on our web pages (www.acisgroup.co.uk), or can be provided on request from the Contact Centre, Acis, Acis House, Bridge Street, Gainsborough, Lincolnshire DN21 1GG.

Some of the data we collect is sensitive personal data. Providing this information to us is voluntary however we may not be able to fully support your needs without it.

