



OFFALY COUNTY COUNCIL

Nomination of a Co-correspondent

From time to time the Local Authority will contact you by letter or email in relation to your Social Housing Support Application or tenancy. To ensure you are supported in responding and in carrying out any action required you can nominate a co-correspondent to receive a copy of the correspondence the Local Authority sends you. To do this, simply fill in this form with your nominated co-correspondent, sign it and return it to your Local Authority.

Applicant/Tenant Details

Name of Applicant/Tenant:

Applicant/Tenant Date of Birth:

Housing Application Number

(If applicable):

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 regarding my 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 or on their website. 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 Data Protection Commissioner (DPC) www.dataprotection.ie, phone: +353 87 103 0813,

21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

Please note: You can withdraw your consent at any date in the future by notifying the Local Authority in writing.

Applicant/Tenant signature:

Date:



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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 personal data I have provided to be stored by the Local Authority while I act as a nominated a co-correspondent for the applicant

I agree, as the co-correspondent, to receiving notification of any communications issued to the applicant 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 or on their website. 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 Data Protection Commissioner (DPC) www.dataprotection.ie , phone: +353 87 103 0813, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

You can withdraw your consent at any date in the future by notifying the Local Authority in writing.

Co-Correspondent Signature:

Date: