

**Appendix D. Authority to Act**

***Please complete this form if you are appointing someone to act on your behalf in relation to your data subject access request.***

***If you do not complete an Authority to Act, we will not be able to deal with anyone else but you in relation to your request.***

I hereby appoint the person whose name and contact details appear below to act on my behalf in relation to this data subject access request and I authorise that this person be provided with my personal data (which may include sensitive personal data).

Full name of person with authority to act	
Company name (if applicable)	
Address	
Relationship to me	
Telephone number	
Email address	

**Signature of data subject** .....

**Print name in CAPITALS** .....

**Dated** .....