

CONSENT TO DISCLOSE PERSONAL INFORMATION TO A THIRD PARTY

We take privacy and data protection seriously and work hard to keep your personal information safe. We also understand that sometimes you want someone else (a “third party”) to speak for you or act on your behalf. This could be a relative, friend or someone else.

Your specific consent is therefore required before RIVERSIDE can release personal information which we hold about you to any third party - including people speaking or acting on your behalf. This is an important part of keeping your personal information safe.

We will also need to ask any third party a series of security questions when they contact us. We do this with all individuals as it is an important part of our internal processes to keep your information secure.

All information provided by you and the third party will be kept securely on RIVERSIDE’s systems and disposed of securely when no longer needed. If you would still like RIVERSIDE to disclose your personal information to a third party and/or discuss your affairs, please read this Guidance, complete the form and return it to RIVERSIDE at the contact information opposite.

Please note that we recommend you encrypt emails where you are able to.

Please ensure that the email is sent from the email associated with your Riverside account.

We need to know what personal information you wish to be disclosed. If you are happy for all information to be disclosed, please state this with ‘ALL’.

If you only want certain information, or information in relation to a specific matter to be released, you must specify what this is.

Information to be disclosed:

By e-mail to:

hp.pf.enquiry@riverside.org.uk

By post to:

Riverside,
2 Estuary Boulevard,
Estuary Commerce Park,
Liverpool
L24 8RF

Please tell us who you would like us to disclose the information to. We will need their name and contact details. **We will also use this information to verify their identity each time they contact us and before we disclose any information.**

Name:

Address:

Postcode:

Telephone:

Email:

Date of birth:

How long do you wish this consent to remain valid for? After this date, we will not release your information to the person(s) named without your consent.

You can choose for the consent to be on going but we would recommend that you do have an end date so you can review the need for the disclosure in the future. We will ask you to review this information every 6 months.

I would like this consent to remain valid for:

Declaration

You must sign this section to confirm you have read and understood the guidance and that the information on the form is correct.

I hereby give THE RIVERSIDE GROUP LIMITED consent to disclose such personal information which THE RIVERSIDE GROUP LIMITED holds detailed above. Disclosure of my personal information is restricted to the person or persons named above and this consent is valid until the date specified.

I understand that I can change or withdraw my consent for this disclosure at any time and can do this by contacting Riverside.

Name:

Signature:

Date: