

# AUTHORISING A THIRD PARTY



At Cirencester Friendly, we take great care to ensure your personal details remain safe. To enable us to safeguard your data and fulfil our obligations under the Data Protection Act, we'll only ever enter into a discussion about your contract either directly with you, or with a third party you nominate to act on your behalf.

If you would like to authorise a third party to act on your behalf, please complete this document, sign and return it.

Please return the completed form to: Member Services, Cirencester Friendly Society Limited, Mutuality House, The Mallards, South Cerney, Cirencester, Glos. GL7 5TQ or via email to [memberservices@cirencester-friendly.co.uk](mailto:memberservices@cirencester-friendly.co.uk).

## YOUR DETAILS

Membership Number	<input type="text"/>
Name	<input type="text"/>
Date of Birth	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

## AUTHORISATION

I hereby give consent to  to act on my behalf in matters related to the contract I hold with Cirencester Friendly in accordance with the below authorisation options:

**Please tick all authorisation options you wish to apply.**

1. Access contract information. ☐
2. Amend my contract. ☐
3. Change bank details (please note that for payments, this can only be amended to another account owned by the Member). ☐
4. Change contact details. ☐
5. Submit and manage claims:
  - a. Administrative consent only (general updates, no financial or medical information will be discussed). ☐
  - b. Full consent (inclusive of medical and financial consent). ☐

The position of authority given to  as above will be in place from:

1.  (specify date) until  (specify date). ☐

2. Until I rescind all aforementioned authority. ☐

Signature  Date

THIRD PARTY DETAILS

Please complete the below fields regarding the third party you are authorising. We will hold these details on our records to enable us to verify the third party should they contact Cirencester Friendly in the future. By completing this section, you're confirming you have permission to provide these details.

First Name	<input type="text"/>	Surname	<input type="text"/>
Any Middle Names	<input type="text"/>		
Date of Birth	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>		
Contact Number	<input type="text"/>		
Email Address	<input type="text"/>		
Relationship to You	<input type="text"/>		

For further information on how we will use your data, please see our Privacy Notice on our website at [www.cirencester-friendly.co.uk](http://www.cirencester-friendly.co.uk).

