

NOTE : IF YOU WISH A REPRESENTATIVE TO MAKE A COMPLAINT ON YOUR BEHALF, PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT WE CAN BE SURE YOU HAVE CONSENTED TO THIS:

Person making complaint on your behalf : _____

Relationship to you: _____

Reason for representative submitting complaint: _____

Your signature:

Date:

**Return this form to: Lanarkshire Housing Association Ltd.
191 Brandon Street
Motherwell
ML1 1RS**

Or e-mail it to enquiries@lanarkshireha.com

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for the purposes of inspection and regulation). Further details can be found by consulting the Scottish Information Commissioner's website (www.itspublicknowledge.info).

By providing us with this information you automatically give your consent for the purposes specified.