

Caithness Citizens Advice Bureau
1a Beach Court
Thurso
Caithness
KW14 8AD

consent/authorisation mandate

Client(s):

Address:

I / We authorise Caithness CAB:

- **To pursue enquiries, to receive information and to negotiate on my / our behalf in respect of:**

DATA PROTECTION ACT 1998

In order to help you, we need to maintain a record of your case, which contain sensitive personal data. The law says we must get your consent to do this. Everything you tell us will be treated with strict confidentiality, in accordance with the principles of our organisation.

I give my explicit consent to the bureau maintaining a record of my case, including any sensitive data. I also consent, in line with bureau file storage procedures, that the bureau can destroy my file after five years.

Client signature(s):

Date:

Signed on behalf of
the bureau:

Date: