**Complaints Authorisation Form**

This form is for you to let us know who (a third party) you would like to act on your behalf in making a complaint to the College, and provide your authorisation for them to raise the complaint and receive information about you during the process of the complaint. Please note that you will be copied into all email correspondence.

**Your Personal Details (the individual giving authorisation):**

Name: …………………………..………………………………………………………………………………

Staff Number or Student ID: ……………………..…………………………………………………………………………………

Address: ……………………..…………………………………………………………………………………

Email: …………………….…..…………………………………………………………………………………

Telephone Number: .………….………………………………………………………………………………

Date of Birth: ………………….………………………………………………………………………….……

**Personal Details of 3rd party (person authorised to make complaint)**

Name: …………………………..………………………………………………………………………………

Email: …………………….…..…………………………………………………………………………………

Telephone Number: .………….………………………………………………………………………………

Organisation (if applicable):……………………………………………………………………………….

You may wish to restrict access to certain areas or types of information. Please provide details below about what this individual can or can’t access in relation to processing your complaint.

|  |
| --- |
|  |

**Data Subject Declaration**

I hereby authorise the above 3rd party to make a complaint on my behalf and to have access to my personal data as required in processing the complaint, except as detailed above.

**Your signature** …..….………………………………………………………………………….

**Date** ……………..…………………………………………………………………………

***IMPORTANT:***

Once you have completed this form you should return it to Complaints Handling Team - complaints@edinburghcollege.ac.uk - Edinburgh College, Milton Road Campus Room 2-18, 24 Milton Road East, Edinburgh EH15 2PP, who will then arrange for the complaint investigation to be undertaken.

The College takes its obligations in terms of data protection law very seriously and the information which is disclosed will be limited to what you have requested in this form. If you would like further information on how the College collects and uses your personal data please look at the Edinburgh College Compliments and Complaints Privacy Notice: <https://www.edinburghcollege.ac.uk/data-protection-and-cookies>

If you require any further information, please do not hesitate to contact the Complaints HandlingTeam – complaints@edinburghcollege.ac.uk or 0131 297 8662.