

CLS Authority to disclose information

1 Customer details - always complete

First names

Social Security Number

(Not required for Library purposes)

Last name

Address

Date of birth (DD MM YYYY)

Contact phone number

Postcode

2 Information to be disclosed as related to our services- always complete

A) All (see Part A overleaf)

Only specified items from Part A

These are.....

B) AND/OR specified items from Part B overleaf

These are.....

I authorise the named individual/organisation in section 3 to receive details of my personal records above. I understand that no special category information will be discussed or released unless I have identified it in B above.

I understand that this authority will remain valid for one year unless I have specified otherwise below, after which point a further signed form will be required.

I understand that I can withdraw this consent at any time by contacting CLS on 01534 444444.

I wish this authority form to be valid until

Signature

Date signed

3 Name of individual/organisation for information to be disclosed to - always complete

First names / organisation title

Social Security Number

Last name

Date of birth (DD MM YYYY)

Signature

Date

Contact phone number

Privacy notice

In accordance with the Data Protection (Jersey) Law 2018 the processor is registered with the Office of the Information Commissioner and the registration number is 61749. This form will be stored within a secure database. We may check information about you with other information we have. We will not give information about you to anyone outside the Department unless the law allows us to or we have your consent. Calls may be recorded for training and quality purposes. Find out more about how we use your data in our privacy statements on www.gov.je or request a written copy by phoning 01534 444444.

Send the completed and signed form to Customer and Local Services, PO Box 55, La Motte Street, St. Helier, Jersey, JE4 8PE

Part A

- a) Income Support and claim components
- b) Job seeking activities and sanctions imposed
- c) Health benefits including STIA, LTIA (not medical details)
- d) Long Term Care
- e) Maternity benefits and Home Responsibility Protection
- f) Pensions, Survivors benefits and pensioner benefits that relate to Pension Plus
- g) Contributions due and paid
- h) Residential status and work licences (the Department processes this information on behalf of the Chief Ministers Department)
- i) Library resources on loan and/or outstanding charges (the Department processes this information on behalf of Education)

Part B

The list below is data defined as special category in the Data Protection Jersey Law 2018. It is considered sensitive, so your explicit consent to disclose it is required by completing overleaf section 2B). Special category data includes -

- a) race or ethnic origin;
- b) political opinions;
- c) religious or philosophical beliefs;
- d) trade union membership;
- e) genetic or biometric data;
- f) sex life or sexual orientation;
- g) health;
- h) criminal activity.