



## Making a complaint on someone else's behalf

We know that not everybody is comfortable or confident about making a complaint relating to them. Some people prefer to have someone do it for them.

### Giving consent

Candidate's information is protected by the Data Protection Act 1998. If you are contacting SWQR on behalf of someone else we need to know that you have their permission to do so. Confirmation in writing by the person concerned will be required unless they are unable to provide this (for example due to their disability or illness), therefore please complete the details requested in the boxes below.

### Consent Mandate

Please complete this form if you consent to someone else submitting a complaint to the SWQR on your behalf.

#### Your Details:

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Date of Birth:</b>	
<b>SWQR Number (if known):</b>	
<b>Address:</b>	
<b>Contact Telephone Number:</b>	
<b>E-mail:</b>	

**I hereby authorise the following named person to contact SWQR on my behalf. (Please note the name and address of your nominated representative below).**

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Address:</b>	
<b>Contact Telephone Number:</b>	
<b>E-mail:</b>	

I understand that this may result in the SQA releasing to my representative personal information about me, my qualifications and my complaint.

**Signed:**

**Date:**

**Please print your full name:**

\* Please note that it is an offence to impersonate an individual to obtain personal data under the Data Protection Act 1998.