

## LISTER HOUSING CO-OPERATIVE LTD **SUBJECT ACCESS REQUEST FORM**

Personal information collected from you by this form, is required to enable your request to be appropriately processed, this personal information will only be used in connection with the processing of this Subject Access Request.

### 1. **Details of the person requesting the information**

Full name:	
Address:	
Date of birth:	E-mail address (optional):
Contact phone no:	

### 2. **Are you the Data Subject?** (tick box that applies)

I am the Data Subject and enclose evidence of my identity and address:

I am NOT the Data Subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity and address:

I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity and address:

### 3. **Details of the Data Subject** (if different to 1. above)

Full name:	
Address:	
Date of birth:	E-mail address (optional):
Contact phone no:	

### 4. **Proof of identity and address**

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and your address. Please supply us with a photocopy or scanned image (do not send the originals) of ONE example from BOTH (a) and (b) of the following:

- a. **PROOF OF IDENTITY:** Passport, photo driving licence, birth certificate
- b. **PROOF OF ADDRESS:** Utility bill, bank/building society statement, credit card statement (not more than 3 months old); council tax bill, HMRC tax document (not more than 1 year old).

