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).

5.	Describe the specific information you are requesting - please provide as much detail as possible	
6.	Declaration	
am		to the best of my knowledge correct and that nation referred to above, under the terms o
Si	gnature:	Date of request:
One	ce Lister has all the required information fr	om you then your request should be

Once Lister has all the required information from you then your request should be answered within one month. If your request is manifestly unfounded or excessive then Lister reserves the right to charge for the requested information. Information relating to or provided by a third party who has not consented to the disclosure will be withheld.

Where to send your request

Lister Housing Co-operative Ltd, 36 Lauriston Place, Edinburgh, EH3 9EZ

We're here to help

If there is any query please contact us on **0131 229 6176** or at <u>info@lister.coop</u>

