

**Data Protection Act 1998**  
**Request for Personal Information**

1. Please provide your name and contact details:

Full Name:

Current Address:

Post Code:

Tel No:

Email:

2. Are you requesting information about yourself? (Only tick one)

Yes  Go to question 3.

No  Go to question 4.

3. Please provide evidence of your identity. We will need 2 document that show your current address, preferably one with a photograph. You can arrange to bring documents to an office, or send us photocopy documents witnessed by a recognised professional who has good standing in the community. **Please do not send original documents in the post, we cannot be responsible for documents that are lost.** Example documents are:

Passport  
Driving Licence  
Pension Book  
UB40  
Council Tax bill  
Utility Bill  
Bank Statement

Go to question 6.

4. Please provide details of who you are requesting information about:

Full Name:

Address:

Post Code:

Date of Birth:

Go to question 5.

***Please Turn Over***



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5. Please provide details of why you are requesting the information, including any authority you may have and your relationship to the individual. E.g. you may be a solicitor acting behalf of a client and have written consent from your client. You will need to provide any written evidence you have. If you are unsure if you have authority, complete this form and we may be able to provide you with the information.

6. Please provide further details to assist us in locating all the information you have requested e.g. previous addresses, reasons why you may have been in contact with us, any specific information you particularly wish to see.

7. **Declaration** – to be signed by all applicants. Please note any attempt to mislead may result in prosecution.

I ..... certify that the information I have given on this form to West North West homes Leeds is true. I understand that West North West homes Leeds needs to be satisfied about my identity. I also understand that West North West homes Leeds might need to ask me for more details, in order to locate the information I am seeking.

Signed :

Date :

*Note: we must respond to your request within 40 calendar days. However, this period doesn't start until we are satisfied about your identity, and have enough detail to locate the information your are seeking.*

**Return this completed form to :**  
Governance Support Team  
West North West homes Leeds  
Lower Wortley Road  
Leeds  
LS12 4PX

If you have any questions about the above form, please contact us:  
[wnwhl.governance@wnwhl.org.uk](mailto:wnwhl.governance@wnwhl.org.uk)

Telephone: 0113 2477478/ 2477543