



# Subject Access Request (exc. Employees)

## Data Protection

Thank you for your recent enquiry. To enable us to supply you with your personal data, could you please complete this form and return it to the address below. We'll send you the information you're entitled to within 1 month of receiving a correctly completed form.

(Please complete in block capitals)

Surname.....(Mr/Mrs/Miss) First Name(s).....

Address.....  
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Postcode.....

Telephone Number.....

Please provide us with a copy of a utility bill or driving licence as proof of identity. Alternatively, please provide us with your dividend card number or customer number, if applicable.

Membership number / Customer reference .....

To help us to satisfy your request, please provide details of the type of information you are seeking. *Please include information as to which business of the Co-op your request relates to – e.g. Co-op Food, Co-op legal Services etc. Please note that the Co-operative Bank is now a separate company, so if you need information from them, you can contact them directly.*

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Signature..... Date.....

Notes:

1) Depending upon the nature of your request, it may be necessary to ask you for further details to enable us to provide you with the information / identify you.