



## Subject Access Request

### Data Protection Act 1998

Thank you for your 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 forty days of receiving a correctly completed form.

(Please complete in block capitals)

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

**Address**

**Postcode**

Please provide us with a copy of a utility bill or driving licence as proof of identity. Alternatively, please provide us with your Membership number / Customer reference / Employee Number if applicable:

**Membership number / Customer reference / Employee Number**

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.*

**Signature**

**Date**

**Please enclose a cheque for £10 payable to 'Co-operative Group Limited' and return this form to: Data Protection Team, 5<sup>th</sup> Floor, 1 Angel Square, Manchester, M60 0AG.**

Notes:

- 1) We will not be able to process your request until the £10 fee has been received.
- 2) 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.