



## **REQUEST FOR PERSONAL DATA UNDER THE DATA PROTECTION ACT 1998**

Please complete sections 1-4 of this form to help us identify all the relevant personal data to which you wish to gain access.

There is a £10 fee applicable to your request to cover administrative costs. Cheques should be made payable to the 'Trustees for Methodist Church Purposes' and be returned with this form.

### **SECTION 1**

#### **Your personal details:**

SURNAME: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_

FORMER SURNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE No: \_\_\_\_\_

MOBILE No: \_\_\_\_\_

Please give us details of your previous address if you have not resided at your current address for two years or more:

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

Please continue to next page



### **SECTION 3**

#### **Additional Information Required**

It is vitally important to us that your personal data is protected and held in accordance with the Data Protection Act 1998. To ensure we disclose the information requested to you only please provide two proofs of identity (one of which must contain a photograph of yourself):

1. \_\_\_\_\_
2. \_\_\_\_\_

(Copies will be accepted, but we do reserve the right to request sight of the originals)

### **SECTION 4**

#### **Declaration of Data Subject**

I confirm that I am seeking access to personal information about myself.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Please return the form to:**

Data Protection Officer  
The Trustees for Methodist Church Purposes  
Central Buildings  
Oldham Street  
MANCHESTER  
M1 1JQ

- £10 fee enclosed
- 2 forms of ID enclosed

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#### **For Official Use Only**

Date Form Received:	
40 Calendar Days Expires:	
ID Received:	
Fee Attached:	
Request Referred To:	
Date:	
Response to Data Subject Sent:	