

Application under the Data Protection Act 1998 for personal information held by Nottingham City Homes

**Part 1 – Details of the person the information is about**

\* indicates required field

Title (Please tick one)	Mr	Mrs	Miss	Ms	Other Please specify	
First Name(s) *						
Last Name*						
Date of Birth*						
Current Address*						
Telephone						
Email						

Previous Names	
Previous Addresses	

**Part 2 – Details of the person requesting the information**

\* indicates required field

Title (Please tick one)	Mr	Mrs	Miss	Ms	Other Please specify	
First Name(s) *						
Last Name*						
Company* (if applicable)						
Current Address*						
Telephone						
Email						
Relationship to the person in Part 1*						

## Declaration of the person the information is about

I confirm that I am the person named in Part 1 of this form and that I give my consent for Nottingham City Homes to supply my representative (named in Part 2 of this form) with the following information.

Details of information required:

Signed ..... Date .....

## Declaration of the person the information requesting the information

I confirm that I am the person named in Part 2 of this form and that I wish Nottingham City Homes to provide me with the information detailed above.

Signed ..... Date .....

If the person named in Part 1 was not able to sign the declaration, please state why:

A fee of £10 is due and this can be paid by cheque or postal order made payable to Nottingham City Homes or by cash in person at any one of the Nottingham City Homes offices **unless:**

- The person named in Part 1 has been an employee of the Company and you wish to access their personnel records

Please send all completed forms to Nottingham City Homes, Company Secretariat, 14 Hounds Gate, Nottingham, NG1 7BA