

Application under the GDPR and DPA 2018
for personal information held by Nottingham City Homes

Please see Nottingham City Homes' website for further details on requesting information or contact:

The Governance Team
Tel: 0115 746 9074
Email:
informationgovernance@nottinghamcityhomes.org.uk

Your Details						
* 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						

You will also be required to provide identification - a photo ID such as a passport or Driving Licence, and a recent Utility Bill with your name and address on it in order to confirm your identity.

You will be provided your information in either an electronic or a paper format.

Declaration

I confirm that I am the above named person and that I wish Nottingham City Homes to supply me with the following information.

Please include as much detail about your request as possible. Often the more you are able to tell us about, the greater the amount of information we will be able to locate and disclose to you. Common issues that could result in incomplete information being issued to you are the form of the words used in your request, for example, if you request copies of correspondence, this will be taken to mean written methods of communication - letters and emails. If you are unsure about the information you need, please contact the Information Governance Team.

Details of information required:

signed _____

date _____

Please send all completed forms and supporting documentation to any Nottingham City Homes offices or: **The Governance Team, Nottingham City Homes, Loxley House, Station Street, Nottingham, NG2 3NJ**