



**Subject Access Request  
Data Protection Act 1998**

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 will send you the information within forty days of receiving a correctly completed form.

(Please complete in block capitals)

Surname.....

(Mr/Mrs/Miss)

First Name(s).....

Address.....

.....

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Postcode.....

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 employee number, if applicable.

Membership no./Employee no.

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To enable us to satisfy your request, please provide details of the type of information you are seeking.

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Signature.....

Date.....

**Please enclose a cheque for £10 payable to ‘Co-operative Group Limited’ and return this form to: Data Protection Manager, the Co-operative Group, FREEPOST MR9473, Manchester, M4 8BA.**

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.