

Please note that where the term "Data Subject" is used it refers to the person about whom the information is being requested.

1. DETAILS OF PERSON REQUESTING THE INFORMATION

Full Name		Address	
Tel. No		Fax No	
Email			

2. ARE YOU THE DATA SUBJECT?

YES. If you are the Data Subject please supply evidence of your identity i.e. driving licence, birth certificate (or photocopy) a colour passport sized photograph and a stamped addressed envelope for returning these documents. (Please go to section 5).

NO. Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed.

(Please complete questions 3 and 4).

3. DETAILS OF DATA SUBJECT (If different to 1)

Full Name		Address	
Tel. No		Fax No	
Email			

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

5. Please describe the information you seek together with any other relevant information. This will help to identify the information you require.

The organisation is allowed to charge for each application. The current fee is £10.00

Declaration to be completed by applicants. Please note that any attempt to mislead may result in prosecution.

I _____, certify that the information given on this application form to the _____ is true. I understand that it is necessary for the company to confirm my Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: _____ Date: _____	<i>Note: The period of 40 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.</i>
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Please return the completed form to
Information Manager, LLDC, 10th
Floor, 1 Stratford Place, Montfitchet
Road, Olympic park, E20 1EJ or
Scan and email
dataprotection@londonlegacy.co.uk

- Documents which must accompany this application:
- A) Evidence of your identity (certified colour passport size photo)
 - B) Evidence of the Data Subject's identity (if different from above)
 - C) The fee of £10.00 (cheques to be made payable to London legacy development corporation)
 - D) Stamped addressed envelope for return of proof of identity/authority documents

