



## Data Access Request Form

Please note that whilst it is not obligatory to complete this form, information contained therein will help Lincoln's Inn to respond to your request in the most efficient manner.

**Name:**

**Address:**

**Member Number:**

**Telephone Number:**

**Email:**

By completing this form you are making a request under the Data Protection Act 2018 for information held about you by The Honourable Society of Lincoln's Inn, which you are eligible to receive.

**Required information:**

By signing below you indicate that you are the data subject named above.

Lincoln's Inn cannot accept requests from anyone else on your behalf regarding your personal data, such as family members.

Please be aware that we may need to contact you to further establish your identity before processing your request.

You warrant that you are the data subject and will fully indemnify Lincoln's Inn for all losses, cost and expenses if you are not.

Please return this form to [Data.protection@lincolnsinn.org.uk](mailto:Data.protection@lincolnsinn.org.uk) or by post to Data Protection Officer, The Honourable Society of Lincoln's Inn, Treasury Office, Lincoln's Inn, London WC2A 3TL.

Your request will be acknowledged promptly, and you will receive your response within 1 month from the date of this acknowledgement.

**Data subject's signature and date:**