



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:

Please provide the following documents with your request so your identity can be verified:

- a form of photo ID with signature such as a passport or driving licence;
- address(es) we may hold for you on our records if different from above; and
- this form signed and dated (the whole form does not need to be completed).
Alternatively, two forms of ID showing signatures is acceptable.

Has all of the above information been attached? YES / NO

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, unless clear consent and a written request has been made by you.

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 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, unless otherwise indicated when we contact you.

Data subject's signature and date: