



Data Subject Access Requests

You can request a Data Subject Access Request (DSAR), also known as the right of access, in a variety of ways, designed to make the process as smooth as possible for you. You can call in to your local branch <http://www.leedsbuildingsociety.co.uk/find-a-branch/> or you can call our Contact Centre on 03450 505 075. Alternatively, you can email us your request to <https://www.leedsbuildingsociety.co.uk/contact-us/form/> or complete the form below and post it to us. If your chosen method of requesting a DSAR is by post, you may find this form easy to use. Once completed, please send this form to: Leeds Building Society, Customer Liaison Team, 105 Albion Street, Leeds, LS1 5AS.

Before responding to your request, we will require information from you to confirm your identity. We will attempt to contact you by telephone to do this so please remember to include your current telephone number in the form. If we cannot contact you or confirm your identity by telephone we will require certified identification, which is detailed here <http://www.leedsbuildingsociety.co.uk/savings/apply-online/acceptable-identification/> however we will let you know if this is the case.

1. CUSTOMER DETAILS

Title: Surname: First and Middle Name(s):

Other Name: Account number: Date of Birth:

Contact telephone number:

Address: Postcode:

Email address:

2. YOUR ADDRESS HISTORY (in order to search all our databases please provide your full address history)

3. PERSONAL DATA YOU ARE REQUESTING

Mortgage: Savings: Payment Protection Insurance: Buildings and Contents Insurance:

All:

Other – please specify:

4.

I am the person named above

Signature

Date



Information to help you complete your form

Completing your form

Please provide as much detail as possible in your form, as it will help us get the personal data you require to you. If you have a very specific enquiry and are wanting a copy of a letter or a recording of a telephone call, please contact us on 03450 505 075 as we may be able to do this without the need for a full Data Subject Access Request.

Your details

Please give us your full details. If anything has changed since you opened your account or mortgage with us, for instance, you've changed your name or address please let us have your previous details when you opened your account or last updated your details with us so we can locate your account(s).

How long will it take to process my request?

We have 30 days to respond to your request from the date we can successfully identify you, whether it is by a telephone call or when we have received certified identification.

Privacy Policy

Your right to privacy is very important to us. If you would like to read more about the way we collect your information, how we may use it and who we share or obtain details from, there is further information here <http://www.leedsbuildingsociety.co.uk/security/use-of-personal-information/>