## Data subject access request

 $\textbf{If Yes} \ to \ help \ us \ find \ your \ historic \ information, please \ provide \ up \ to \ three \ previous \ addresses:$ 

Postcode

First previous address

Country



for Retail Customers			
Guidance notes			
Before you start  Under the current data protection legislation you are entit information that Lloyds Banking Group holds about you.  Deceased customers  This form should not be used for deceased customers. To request information for a deceased customer please see Bereavement Team 5th Floor Westminster House 11 Portland Street Manchester M1 3HU  Which products can you use this form for:  Credit cards Loans Mortgages Bank accounts  To prevent any delay in processing your request, please m send us is correct.  If you would prefer to complete this printed version of the Data Subject Access Request Team (C41) Charlton Place Andover Hampshire SP10 1RE	end a written request to:	Please note: There may be a faster way to retrieve the information yo Please send a letter to the address for the specific reque  CCA Section 77 requests for application forms for PLSC – S77s PO Box 42 Peterlee  CCA Section 78 requests for application forms for Section 78 Floor 6 11 Portland Street Manchester M1 3HU  Online banking users can access their last 5 year online service OR alternatively you can write in the Copy Statement Team Charlton Place Andover Hampshire SP10 1RE  Credit Card Statements only: Lloyds Copy Statement Team Credit Card Operations BX1 1LT Please write clearly in the white spaces with capital letter	ests listed below: or Loans: for Credit Cards: ers of bank statements through the to:
1 Requester details			
Are you (please cross <b>one</b> box only):  A representative of the customer	A third party acting on behalf of the customer	Please complete the following section (s):  for Customer Section 1.1  for Representative Section 1.1 & 1.2  for Third Party Section 1.1 & 1.3	
1.1 Customer details (Mandatory)			
Title Mr Mrs Miss Ms Other (ple	ase specify)	Second previous address	
Your last name		Pos	tcode
		Country	
Your first names		Third previous address	
Your previous name (if applicable)		Pos	tcode
		Country	
Vour date of birth  D D M M Y Y Y Y	Please note: You must be 12 years old or over	Can we contact you by phone?  If Yes please give your phone numbers below:	Yes No
Your home address (where you live)		Your telephone numbers and area dialling codes (includ	e any country codes if applicable)
Postco	ode	Home	
Country		Mobile	
Do you have any other previous addresses?	Yes No	Work	
, ,		What is the best number to contact you on?	Home Mobile Work

When is the best time to contact you?

not update your customer record or pass it on to a third party.

Time

Please note: We will only use your phone number to contact you about this request and will

1 Requester details	continued
1.2 Representative details	
A <b>Representative</b> is someone who is identified on our system that has access to act on behalf of the customer; this is accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).	An example of a representative maybe a legal guardian/carer that has the right to act on behalf of the named customer.  If we do not have your details on record we may contact you to obtain these details.
Title Mr Mrs Miss Ms Other (please specify)  Your last name  Your first names  Your home address (where you live)	Your e-mail address (if you have one)  Vour telephone numbers and area dialling codes  Home  Mobile  Work
	How are you related to the customer?  Power of Attorney Relative Family friend
Postcode	Other (please specify)
Country	If you are a relative please tell us how you are related to the customer
1.3 Third Party details	
A <b>Third Party</b> is a company who is instructed to act on behalf of the named customer, this will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).	A Letter of Authority will be required before we can proceed with the request, naming the third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)	third party and signed by the customer within the last 6 months. We will write out to you to request this.
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Your telephone numbers and area dialling codes  Home
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Vour telephone numbers and area dialling codes  Home  Mobile
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Your telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Vour telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?  Solicitor  CMC  Debt Managers
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name  Company name	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Vour telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?  Solicitor  CMC  Debt Managers
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name  Company name  Company address	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Your telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?  Solicitor  CMC  Debt Managers  Other (please specify)
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name  Company name  Company address  Postcode	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Your telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?  Solicitor  CMC  Debt Managers  Other (please specify)  Please provide us with your company identifier in the relevant field below:  ICO number  SRA number
will be accompanied with legal documentation (i.e. Power of Attorney or Letter of Authority).  Title Mr Mrs Miss Ms Other (please specify)  Your last name  Company name  Company address	third party and signed by the customer within the last 6 months. We will write out to you to request this.  If we do not have your details on record we may contact you to obtain these details.  Your telephone numbers and area dialling codes  Home  Mobile  Work  How are you related to the customer?  Solicitor  CMC  Debt Managers  Other (please specify)  Please provide us with your company identifier in the relevant field below:  ICO number

2 How would you like to receive your data	
Lloyds Banking Group usually sends you your data using an electronic file share portal but can be sent by post if requested.	If you have requested your data to be sent <b>Electronically</b> , please complete the following fields below:
Please confirm how would you like to receive your data (please cross <b>one</b> box only):	Your e-mail address
Electronically Post	
$\overline{\mathbf{M}}$	
If you have requested your data to be sent by <b>Post</b> , any requested files (paper, video or audio) will be sent the registered address held on our system.	Your mobile telephone number
3 Product details you are requesting information on	
	Diagon approach the fellowing apptings (if any limble)
Do you require information on <b>all</b> your products held with Lloyds Bank? Yes No	Please complete the following sections (if applicable):
If Yes:	• for Credit cards Section 3.1
you may receive information relating to all current and historic products/services you	• for Loans Section 3.2
hold, or have held, during your time as a customer;	• for Mortgages Section 3.3
this could result in you receiving several large packages of information some/most of	• for Bank accounts Section 3.4
which you may not want.	• for other products Section 3.5
<b>If No</b> what products are you requesting information on (please cross <b>all</b> that apply):	<b>Please note:</b> You can only request information on a maximum of <b>two</b> accounts for each product type you hold with us.
Credit Bank Other	
cards Loans Mortgages accounts products	
3.1 Credit card accounts	
Please choose the relevant option (please cross <b>one</b> box only):	
	Harmon Charles Golden and Carlotte Control of the C
I want to request data for <b>all</b> my credit card accounts	I <b>know some</b> of the details for the credit card(s) that I require information about (We'll send information about all of the credit card accounts held with Lloyds Bank)
I <b>know</b> the details for the credit card accounts that I require information about	I do not know the details for the credit card(s) that I require information about
(Please complete details for up to <b>two</b> credit card accounts below)	(We'll send information about <b>all</b> of the credit card accounts held with Lloyds Bank)
First cradit card assount (if applicable)	Second credit card account (if applicable)
First credit card account (if applicable)	Second credit card account (if applicable)
Your credit card number	Your credit card number
Do you require <b>all information</b> on this credit card account?  Yes  No	Do you require <b>all information</b> on this credit card account? Yes No
XX	
If No what information do you require (please cross all that apply):	If No what information do you require (please cross all that apply):
Bank Complaint Debt Application	Bank Complaint Debt Application
Statement charges file management agreements	Statement charges file management agreements
Other (please specify)	Other (please specify)
Complaint number (if applicable)	Complaint number (if applicable)
Соправителонное (паррисаме)	Соправитенние (паррисаме)
Debt management number (if applicable)	Debt management number (if applicable)
Choose a time period/date range (not applicable if <b>all information</b> was selected)	Choose a time period/date range (not applicable if <b>all information</b> was selected)
Date from Date to	Date from Date to
D D M M Y Y Y D D M M Y Y Y Y	D D M M Y Y Y D D M M Y Y Y
	No. of the first o

possible as Lloyds Bank may not hold the data for the whole of the date range selected.

possible as Lloyds Bank may not hold the data for the whole of the date range selected.

	5	
E	з	

## Product details you are requesting information on

continued

3.2	Loan accounts								
Please choose the relevant option (please cross <b>one</b> box only):									
I want to request data for <b>all</b> my loan accounts					I <b>know some</b> of the details for the loan accounts that I require information about (We'll send information about <b>all</b> of the loan accounts held with Lloyds Bank)				
	ne details for the loan accou complete details for up to <b>tv</b>				I do not know the details for the loan accounts that I require information about (We'll send information about all of the loan accounts held with Lloyds Bank)				
First lo	oan account (if app	olicable)			Second loa	ın account (if a	applicable)		
Your brar	nch sort code	Your loan acc	ount number		Your branch sort	t code	Your loan ac	ccount number	
Do you re	equire <b>all information</b> on th	nis loan account?		Yes No	Do you require <b>a</b>	<b>all information</b> on th	is loan account?		Yes No
If No wha	at information do you requi	re (please cross <b>all</b> tha	at apply):		If No what infor	mation do you requir	re (please cross <b>all</b> t	nat apply):	
Statemen	Bank nt charges	Complaint file	Debt management	Application agreements	Statement	Bank charges	Complaint file	Debt management	Application agreements
Other (pl	ease specify)				Other (please sp	pecify)			
Complair	nt number (if applicable)				Complaint numb	ber (if applicable)			
Debt management number (if applicable)				Debt managem	ent number (if applic	cable)			
Choose a time period/date range (not applicable if <b>all information</b> was selected)			Choose a time p	eriod/date range (no	ot applicable if <b>all in</b>	formation was selec	ted)		
Date from   Date to   D   D   M   M   Y   Y   Y   D   D   M   M   Y   Y   Y   Y   Y   Y   Y   Y			YYY	Date from D D M	мүүү	Date to	о м м ү	Y Y Y	
	ote: We will endeavour to p as Lloyds Bank may not hol			-		e will endeavour to pr ds Bank may not hold			

-	٠.

## Product details you are requesting information on

continued

3.3

Mortgage accounts

Please choose the relevant option (please cross <b>one</b> box only):	
I want to request data for <b>all</b> my mortgage accounts	I <b>know some</b> of the details for the mortgage accounts that I require information about (We'll send information about <b>all</b> of the mortgage accounts held with Lloyds Bank)
I <b>know</b> the details for the mortgage accounts that I require information about (Please complete details for up to <b>two</b> mortgage accounts below)	I <b>do not know</b> the details for the mortgage accounts that I require information about (We'll send information about <b>all</b> of the mortgage accounts held with Lloyds Bank)
First mortgage account (if applicable)	Second mortgage account (if applicable)
Your branch sort code Your mortgage account number	Your branch sort code Your mortgage account number
If you <b>don't know</b> the mortgage account number please give the property details below	If you <b>don't know</b> the mortgage account number please give the property details below
Postcode	Postcode
Do you require <b>all information</b> on this mortgage account?  Yes No	Do you require <b>all information</b> on this mortgage account?  Yes No
If No what information do you require (please cross all that apply):	If No what information do you require (please cross all that apply):
Statement Bank Complaint Debt Application agreements	Statement Bank Complaint Debt Application agreements    Statement Charges   File   Management   Management
Other (please specify)	Other (please specify)
Complaint number (if applicable)	Complaint number (if applicable)
Debt management number (if applicable)	Debt management number (if applicable)
Choose a time period/date range (not applicable if <b>all information</b> was selected)	Choose a time period/date range (not applicable if <b>all information</b> was selected)
Date from Date to D D M M Y Y Y Y D D D M M Y Y Y Y  Please note: We will endeavour to provide the data selected, however this may not be	Date from   Date to   Da
possible as Lloyds Bank may not hold the data for the whole of the date range selected.	<b>Please note:</b> We will endeavour to provide the data selected, however this may not be possible as Lloyds Bank may not hold the data for the whole of the date range selected.

3	Product details you are requesting information on	continued		
3.4	Bank accounts			
Please choose the relevant option (please cross <b>one</b> box only):				
I want to r	equest data for <b>all</b> my bank accounts	I <b>know some</b> of the details for the bank accounts that I require information about (We'll send information about <b>all</b> of the bank accounts held with Lloyds Bank)		
	e details for the bank accounts that I require information about omplete details for up to <b>two</b> bank accounts below)	I <b>do not know</b> the details for the bank accounts that I require information about (We'll send information about <b>all</b> of the bank accounts held with Lloyds Bank)		
First ba	ank account (if applicable)	Second bank account (if applicable)		
Your bran	ch sort code Your bank account number	Your branch sort code Your bank account number		
Do you re	quire <b>all information</b> on this bank account?  Yes No	Do you require <b>all information</b> on this bank account?  Yes No		
If No wha	t information do you require (please cross <b>all</b> that apply):	If No what information do you require (please cross all that apply):		
Statemen	Bank Complaint Debt Application that charges file management agreements	Bank Complaint Debt Application file management agreements		
Other (ple	ease specify)	Other (please specify)		
Complain	t number (if applicable)	Complaint number (if applicable)		
Debt man	agement number (if applicable)	Debt management number (if applicable)		
Choose a	time period/date range (not applicable if <b>all information</b> was selected)	Choose a time period/date range (not applicable if <b>all information</b> was selected)		
Date from	Date to   Date to   D   D   M   M   Y   Y   Y   Y   Y   Y   Y   Y	Date from         Date to           D         D         M         M         Y         Y         Y         D         D         M         M         Y         Y         Y		
	nte: We will endeavour to provide the data selected, however this may not be s Lloyds Bank may not hold the data for the whole of the date range selected.	Please note: We will endeavour to provide the data selected, however this may not be possible as Lloyds Bank may not hold the data for the whole of the date range selected.		
3.5	Other products			
Please list the other products or accounts that you require information on and provide any additional information that may assist us in fulfilling your request				
To help us understand your request, please choose one of the following options (cross <b>one</b> box only):				
I'm lookin	g for information about PPI	I'm looking for details about fraud on my account		
	g for details about a complaint	I prefer not to say		
other (ple	ease give details – e.g. you need the information to provide to your accountant)			

4 Your declara	ation (Mandatory)		
By submitting this form, I confirm that I understand that my identity will be checked in line with Lloyds Banking Group policy and that if any details do not match their records, they may need to contact me for further details.			Your signature
			Date
5 Next steps			
After we receive your request, you will be sent an acknowledgement letter. If you choose to receive the information digitally, it will be sent to the email address above. If post was chosen, you will receive the information to the registered correspondence address on our system.		If post was chosen,	If the information you submit does not match our records or your request is for one of our other Group companies, we may contact you for further information.
6 How did you	hear about this service (opt	ional)	
Please tell us how you heard a	about our information service request:	Telephone	
Online	Branch	banking	
Other (please specify)			