



## **Data Subject Access Request (DSARS)**

You can request a DSAR, also known as the right of access, in a variety of ways.

You can:

- Call in to your local branch <http://www.leedsbuildingsociety.co.uk/find-a-branch/>
- Call our Contact Centre on 03450 505 075
- Email us your request to [dsar@leedsbuildingsociety.co.uk](mailto:dsar@leedsbuildingsociety.co.uk)
- Print & complete the form and send to: Leeds Building Society, Complaints Resolution Team, 26 Sovereign Street Leeds LS1 4BJ

Before responding to your request, we'll need you to confirm your identity. We'll attempt to call you to complete 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'll need you to provide us with 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 & middle names		Other name(s)	
Account number (s)			
Date of birth			
Contact telephone number			
Current address and postcode			
Email address			

### **2. Your address history (in order to search all our databases please provide your full address history )**

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### **3. The personal data you are requesting (please tick all that apply)**

Mortgage	<input type="checkbox"/>	Savings	<input type="checkbox"/>	PPI	<input type="checkbox"/>	Home insurance	<input type="checkbox"/>	All	<input type="checkbox"/>
Other (please specify)									



## **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 relevant 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 1 full calendar month 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/>