

**You MUST quote your security number or the form will be returned**

<b>Security number:</b>	
-------------------------	--

<b>Registration number:</b>		<b>Company registration number</b> (optional):	
-----------------------------	--	--	--

<b>Data controller name:</b> (currently held on the register)	
--	--

**Please indicate below the changes required to the relevant sections**

<b>Data controller name:</b> If the new name is that of a different legal person, a new notification should be made	
--	--

<b>Change of address:</b>	There are three address sections within a notification – data controller, contact and representative. Please advise which need to be amended.
---------------------------	---

<b>Data controller address:</b>	<b>Contact address:</b>	<b>Representative name and address:</b>
	<b>Contact numbers</b> (telephone and fax):  <b>Email:</b>	

<b>Purposes:</b>	Please advise of any amendments to the <b>existing purposes</b> in the space provided. If you wish to add a new purpose, please complete a Purpose Form.
------------------	--

Purpose title:	Subjects:	Classes:	Recipients:	Transfers:

Continued overleaf

tear here

<p>Please list here any other alterations not covered on this form:</p>	
---	--

<p>If you wish to request removal of a registration, please provide the registration number and state reasons why.</p>	
--	--

<p><b>Declaration:</b></p>	<p>To the best of my knowledge and belief, the particulars given in this form and on any continuation sheets are correct and complete. I confirm that I am the data controller named overleaf or that I am authorised to act on behalf of the data controller.</p> <p>Signature _____</p> <p>Name _____</p> <p>Job title _____</p> <p>Date _____</p> <p>Telephone number _____</p> <p><b>Please note:</b> Once you have notified you must keep your register entry up to date. When any part of your entry becomes inaccurate or incomplete you must inform us. This action must be taken as soon as practicable and in any event within a period of 28 days from the date on which your entry became inaccurate or incomplete. Failure to do so is a criminal offence.</p>
----------------------------	---

**Please return to:**

Notification Department (Changes Section), Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Email: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk) or fax to: 01625 545748