Change of Address Form

CCLA

IMPORTANT INFORMATION

This form should be completed in BLOCK capitals using black ink.

This form can only be used to advise us of a change of address for the existing Authorised Correspondent.

Please request a mandate form if you are registering a new correspondent.

Account name

Account number(s) to which this change applies

Old address

Postcode

New address

Postcode

With effect from (dd/mm/yyyy)

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 2 and will be held securely. ☐

Daytime telephone number

Authorisation

THIS SECTION MUST BE SIGNED IN ACCORDANCE WITH THE CURRENT MANDATE

Authorised signature

Print name

Daytime telephone number

Date (dd/mm/yyyy)

Please continue overleaf

Authorised signature

Print name

Daytime telephone number

Date (dd/mm/yyyy)

Data Protection Regulation (GDPR)
In accordance with our regulatory obligations, and as set out in our Privacy Notice, information will be retained for a minimum of six years after the end of our relationship with you.

- As required under GDPR, consent must be given before any communication can be sent to your personal e-mail address about services other than those already provided.
- At any time, you can ask for your personal data to be removed from CCLA databases unless it is required to be retained for legal or regulatory reasons. Please email us at clientservices@ccla.co.uk or telephone us at 0800 022 3505.
- If you change your email address, or any of the other information we hold is inaccurate or out of date, please email us at client services@ccla.co.uk
- You can contact the CCLA office to receive a copy of any of your personal data currently held by us once we have received proof of your identity.
- Any details you give us will be held in accordance with current data protection legislation.
- We will not share your personal data with third parties, unless we have your permission to do so in accordance with your contract with us, or we are required to do so by law.
- We do not sell any personal data held.
- When you give us personal data, we take steps to ensure that it is treated securely. Information you send to us electronically is transmitted over the internet, but this cannot be guaranteed to be 100%secure. As a result, while we strive to protect your personal data, CCLA cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems mainly in password accessed databases.
- We do not collect information automatically from our website.
- Personal data will be retained in CCLA's systems which are password protected.

Please see the website for details of CCLA's Privacy Notice and full details of CCLA's Data Protection Policy are available on request.

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