



Name Change Request Form

This form should be used by a tenant to make a request to change their name on their tenancy records.

Section 1	
Your current full name(s) (The name currently on your WDH tenancy)	
Address	
Phone number and email	

Section 2	
What is the name(s) that you now wish to be known by?	
Your title? Mr / Mrs / Miss / other	
What is the reason for this change?	
What documents have you included in support of your request?	

We will not consider your request to change your name on your WDH tenancy records if you have not provided documentary evidence of your name change. We may also refuse your request if we consider that the name that you wish to be known by could be offensive to others, frivolous or you make repeated requests to change your name.

Signed (old name) _____ Dated _____

Signed (new name) _____

Please return this form to one of our hubs:

Wakefield Hub, 2 The Bull Ring, Wakefield, WF1 1HA; or
Pontefract Hub, 1 Horsefair, Pontefract, WF8 1PE

By email estatessupport@wdh.co.uk

By post: WDH, Estates, Merefield House, Whistler Drive, Castleford, WF10 5HX
Please note there is no public access to this building.

Data Protection

Wakefield and District Housing Limited (WDH) is a registered charitable Community Benefit Society that provides social housing and social support services. WDH is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team
WDH
Merefield House
Whistler Drive
Castleford
WF10 5HX

Email: informationgovernance@wdh.co.uk

You have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#) .

WDH will process the information you provide on this form as part of administering a contract (tenancy).

For further information, on how we use your personal data, details of WDH Privacy Policy can be found on our website wdh.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk