



Member's claim form

03 APR 2006

Page 1 of 2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SWIRE

Constituency

EAST DEVON

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 13 06 to 31 13 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : 00 p

Food

£ 80 : 00 p

Utilities

£ 60 : 00 p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

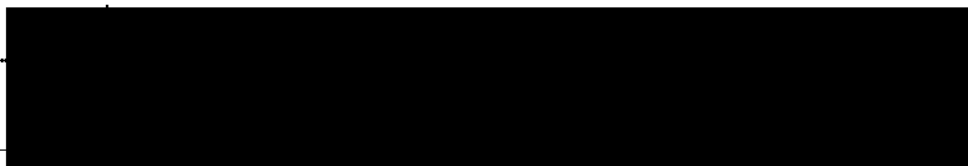
Total

£ 1712 : 97 p

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as

Signature



MP

Date

28 March 2006

Data protection

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

ACA2

16 FEB 2006

Member's claim form

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- For details of costs you can claim for, see *Green Book* section 3.
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Your details

Name in CAPITAL LETTERS

HUGO SMITH

Constituency

East Devon

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please list

Please attach

■ receipts on

Period of claim

from 1 / 2 / 06 to 28 / 2 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : 00 p ✓

Food

£ 250 : 00 p ✓

Utilities

£ 200 : 00 p ✓

Council Tax/Rates

£ 172 : 97 p ✓

Telephone and telecommunications

£ 100 : 00 p ✓

Cleaning

£ 150 : 00 p ✓

Service/maintenance

£ 300 : 00 p ✓

Repairs/insurance/security

£ 270 : 00 p ✓

Other

£ 652 : 03 p ✓

Other

£ : p

Other

£ : p

Total

£ 3,045 p

Need Receipts. £250.00

please specify Bank charges for Garden membership

please specify

please specify

Please pay £1822.97 continued on page 2

22 FEB 2006

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

[Redacted]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

[Redacted] MP

Date

16 Feb 2006

Data protection

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**Send your completed
form to**

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Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

Member's claim form

08 MAR 2006

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ALAN SWEET

Constituency

OXFORD

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 07 / 05 to 1 02 / 06

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ 1,464 : 52 p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,464 : 52 p

continued on page 2

MR H SWIRE

Account No : [REDACTED]

Month ending : 28-Feb-06

Statement of Account

TERMS: Payment is due by date(s) indicated

Balance Due

£439.11

[Handwritten signature]

MR H SWIRE

Month ending : 31-Dec-05

Page : 1

Statement of Account

TERMS: Payment is due by date(s) indicated

Balance Due £323.90

Paid.

MR H SWIRE

Account No : [REDACTED]

Month ending : 31-Aug-05

Statement of Account

TERMS: Payment is due by date(s) indicated

Balance Due

£374.85

MR H SWIRE

ACCOUNT NO :

02-Jul-05

BALANCE OVERDUE £326.66



Additional Costs Allowance

ACA2

Member's claim form

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SMITH

Constituency

East Devon



Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please list

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 06 to 31 1 06

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,150 : - p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ 50 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 77 : 03 p

Repairs/insurance/security

£ 100 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

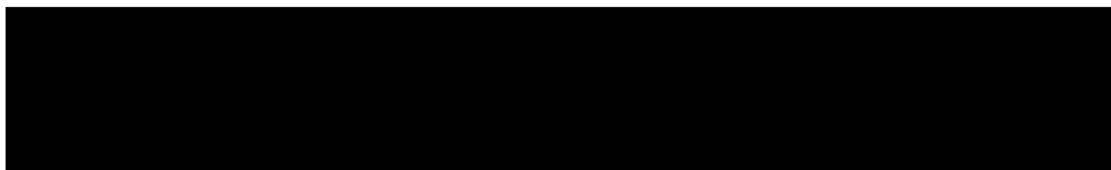
▶ please specify

Total

£ 1,850 : 00 p

Details of second home *if applicable*

**Address of
second home**
*for Additional
Costs Allowance*



✓

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

6 9 Jan '06

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

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**Send your completed
form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Additional Costs Allowance

Member's claim form 1.0 JAN 2006

About filling in this form

- For details of costs you can claim for, see *Green Book* section 1.1
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SWIRE

Constituency

EAST DEVON

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1/12/05 to 31/12/05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 - p

Food

£ 100 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ : p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 127 : 03 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,700 - p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties.

Signature

MP

Date

9 Jan '06

Data protection

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Additional Costs Allowance

ACA2

5002 ADM 6 Z

Member's claim form

About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SWIRE ✓

Constituency

East Devon

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 / 11 / 05 to 30 / 11 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : - p ✓

Food

£ 150 : 00 p ✓

Utilities

£ 100 : 00 p ✓

Council Tax/Rates

£ 172 : 97 p ✓

Telephone and telecommunications

£ 50 : 00 p ✓

Cleaning

£ 100 : 00 p ✓

Service/maintenance

£ 160 : 00 p ✓

Repairs/insurance/security

£ 50 : 00 p ✓

Other

£ 80 : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,932: 97 p ✓

continued on page 2

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as

Signature

MP

Date

27 Nov 15

Data protection

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Member's claim form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

ALDO SWIRE ✓

Constituency

E. Devon

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 / 1 / 05 to 31 / 10 / 05

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : — p

Food

£ 200 : — p

Utilities

£ 160 : — p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ 70 : 00 p

Cleaning

£ 120 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 110 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,132 : 97 p

17 OCT 2005

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament

Signature



MP

Date

15 Oct

Data protection

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form to

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Member's claim form

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SWIRE ✓

Constituency

E. Devon

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 9 1 0 5 to 3 1 1 9 1 0 5

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : - p ✓

Food

£ 220 : 00 p

Utilities

£ 180 : 00 p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ 80 : 00 p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 150 : 00 p

Repairs/insurance/security

£ 103 : 03 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 2,156 : 00 p ✓

17 OCT 2005 BT.

Details of second home if

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

15 Oct 05

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Financial Processing }

Transaction No.

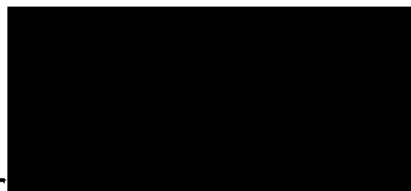
Registration No.

Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

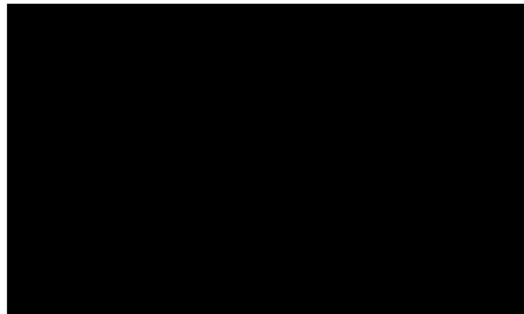
Member Supplier ID



Pay recipient

(NB Financial Processing to check whether a dedicated a/c

Text



Invoice No.

Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04_05~~ / 05_06

Expenditure type (Cat5) :



Leave Pay £ 1,782.97

* Validation purposes only (please tick to indicate compliance)

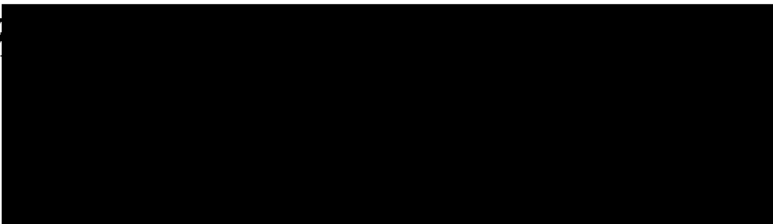
| |
|---|
| Mortgage documentation held |
| Addresses comply with central records |
| Invoices relate to 2 nd home address |
| Budget checked |
| Claim signed |
| Claim correctly dated |

| |
|-------------------------------------|
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> |

* Financial Processing purposes only

Registered by (initials & date)

Posted by (initials & date)





01 SEP 2005

Member's claim form

About filling in this form

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Your details

Name in CAPITAL LETTERS

HUGO SWIRE

Constituency

East Devon

Claim details

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 1 1 8 105

to 31 1 8 105

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1,150 : — p

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ : p

Cleaning

£ 100 : 00 p

Service/maintenance

£ 160 : 00 p

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,782 : 97 p

continued on page 2

Details of second home *if applicable*

Address of
second home
*for Additional
Costs Allowance*

[Redacted address] [Redacted post code]

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties.

Signature

[Redacted signature] MP

Date

31 Aug '05

Data protection

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Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA



Member's claim form

13 JUL 2005

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3.
- If you have any doubt about whether you can claim for a cost

Your details

Name
in CAPITAL LETTERS

SMITH

Constituency

E. Devon

Claim details

Notes

You can only claim for

- costs you have actually paid
- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.

Please list

- all items costing £250 or more and include receipts – except for food, for which receipts are not required.

Please attach

- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 7 105

to 31 1 7 105 ✓

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 1,150 : 00 p ✓

Food

£ 200 : 00 p

Utilities

£ : p

Council Tax/Rates

£ 172 : 97 p

Telephone and telecommunications

£ : p

Cleaning

£ 150 : 00 p

Service/maintenance

£ 180 : 00 p ✓

(inc £40 for June)

Repairs/insurance/security

£ : p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,852 : 97 p ✓

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance



Postcode

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature



MP

Date

15 / 7 / 05

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense.

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA



Member's claim form

6 JUN 2005

05/06

Members' Allowances

About filling in this form

- For details of costs you can claim for, see *Green Book* section 3
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1592.

Your details

Name in CAPITAL LETTERS

HUBO SWIRE

Constituency

East Devon

Claim details

No

You can only claim

Please list

Please attach

- additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
- all items costing £250 or more and include receipts – except for food, for which receipts are not required.
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 1 1 6 105 to 30 1 6 105

Total cost of hotel stays attach all receipts

£ R : p

Mortgage payments (interest only) or rent

£ 1,050 : - p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 156 : 08 p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 100 : 00 p

Repairs/insurance/security

£ 100 : 00 p

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Other

£ : p

▶ please specify

Total

£ 1,406 : 08 p

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

Declaration

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as a Member of Parliament.

Signature

MP

Date

15 Jun 2005

Data protection

The rules governing payments made from the Additional Costs Allowance say we must keep the information we ask for on this form.

The information you give will be seen by:

- staff who are responsible for processing Members' Additional Costs Allowance claims and travel claims
- National Audit Office staff.

We will normally keep the information you give for three years following the year in which you incurred the expense

If you have any concerns about how your information is handled, please call our Data Protection Officer on 020 7219 3659, who acts on behalf of the Data Controller, Clerk of the House.

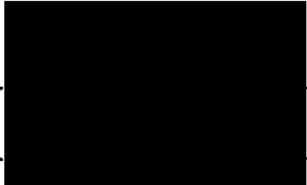
Send your completed
form to

Members' Allowances Section, Operations Directorate,
Department of Finance & Administration, 3rd Floor, 7 Millbank, LONDON SW1 0AA

Financial Processing }

Transaction No.

Registration No.



Validation Claim Summary Sheet

ACA

Please write or print clearly & attach to claim

Member Supplier ID



Pay recipient

(NB Financial Processing to check whether a dedicated a/

Text



Invoice No.

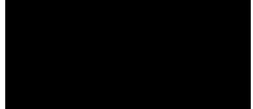
Account code / Allowance

Members cost centre (Cat1)

Financial Year/PIRO (Cat2)

~~04 05~~ / 05 06

Expenditure type (Cat5) :




L1638.59

* Validation purposes only (please tick to indicate compliance)

| |
|---|
| Mortgage documentation held |
| Addresses comply with central records |
| Invoices relate to 2 nd home address |
| Budget checked |
| Claim signed |
| Claim correctly dated |

| |
|---|
| / |
| / |
| / |
| / |
| / |

* Financial Processing purposes only

Registered by (initials & date)  6/6/05

Posted by (initials & date)



Member's claim form

About filling in this form

- For details of costs you can claim for, see Green Book section 3.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

HUGO SWIRE

Constituency

EAST DEVON

Claim details

You can only claim for

- costs you have actually paid
additional expenses wholly, exclusively and necessarily incurred to enable you to stay overnight away from your only or main home for the purpose of performing your Parliamentary duties.
all items costing £250 or more and include receipts - except for food, for which receipts are not required.
receipts or invoices for any hotel cost even if it is less than £250.

Please list

Please attach

Period of claim

from 9/5/05 to 31/5/05

Total cost of hotel stays attach all receipts

£ (1,050 -) p

£880.64 26/31

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 172 : 97 p - £145.07 26/31

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ 90 : 00 p

Repairs/insurance/security

£ 522 : 88 p

Other

£ : p

please specify

Other

£ : p

please specify

Other

£ : p

please specify

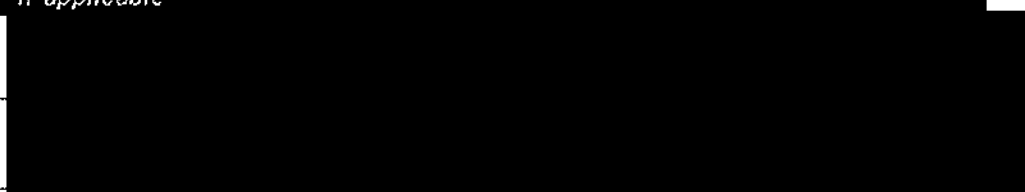
Total

£ 1,835 : 85 p

£1638.59

Details of second home *if applicable*

Address of
second home
for Additional
Costs Allowance

**Declaration**

I confirm that I incurred these costs wholly, exclusively and necessarily to enable me to stay overnight away from my only or main home for the purpose of performing my duties as

Signature

_____ MP



Date

19th May 2005

Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed
form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1A 0AA