



15 JAN 2008

ACA2

Member's claim form

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

IAN LUCAS

Constituency

WREXHAM

Office use only

Costs/C

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 / 08 to 31 / 1 / 08

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ 1580 : 86 p

Food

£ 100 : 00 p

Utilities

£ : 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

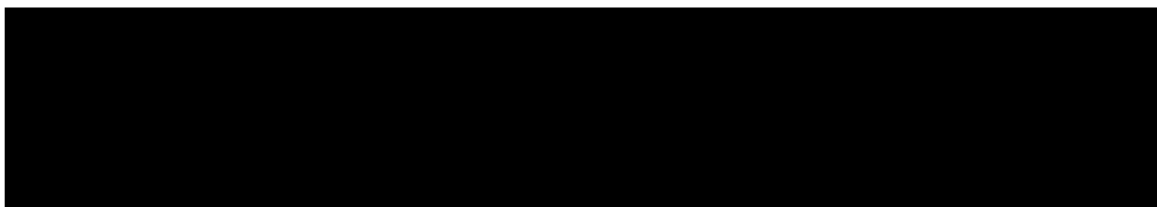
£ 1680 : 86 p

only £501.97

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 a Member of Parliament.

Signature

MP

Date

13/1/08

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



Additional Costs Allowance

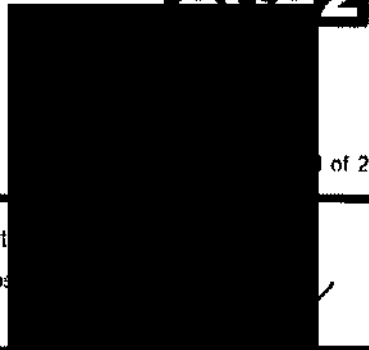
ACA2

Member's claim form

of 2

About filling in this form

- For details of costs you can claim for, see *Green Book* section 10.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.



Your details

Name in CAPITAL LETTERS

IAN LUCAS ✓

Constituency

WREXHAM

Office use only

Costs/



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

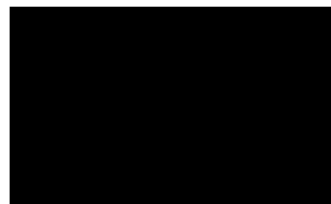
- receipts or invoices for any hotel cost even if it is less than £250.

Period of claim

from 26 / 9 / 2007 to 31 / 3 / 2008

Total cost of hotel stays attach all receipts

£ : p



Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ 427 : 96

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

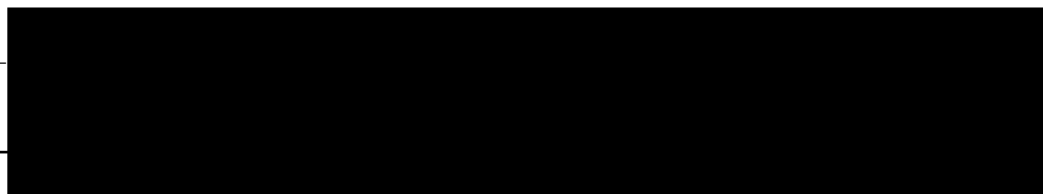
Total

£ 427 : 96 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 a Member of Parliament.

Signature



MP

Date

31/12/07

**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

6 NOV 2007



Member's claim form

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

IAN LUCAS

Constituency

WREXHAM

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.
- 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 / 9 / 2007 to 30 / 11 / 2007 (x 3)

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ 2656 : 02 p

Food

£ 100 : 00 p

Utilities

£ 160 : 99 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

£ 2917 : 01 p

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 Signature]

MP

Date

3/11/07 ✓

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

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

IAN LUCAS

Constituency

WREXHAM

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.
- 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 / 09 / 07 to 30 / 1 / 09 / 07 ✓

Total cost of hotel stays attach all receipts

£ : p

Mortgage payments (interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 547 : 97 p ✓

▶ please specify

FURNITURE (BRD)

Other

£ 135 : 50 p ✓

▶ please specify

TV LICENCE

Other

£ : p

▶ please specify

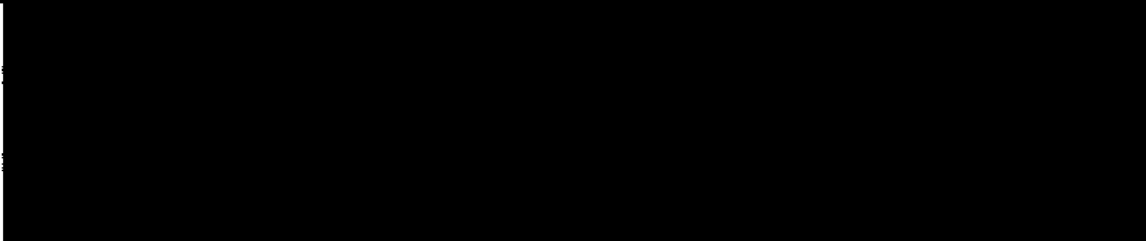
Total

£ 683 : 47 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 a Member of Parliament.

Signature



MP

Date

14 / 10 / 07

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

Customer Details

Mr Lucas

Delivery Address

← same as customer details

Delivery Details**Store Details**

Date: 29 Sep 2007

Stockcode	Product Description	Quantity	Qty Taken	Unit Price	Total Price
	Hip Hop (ash) Frame Colour 135cm Bed Frame	1		199.99	199.99
	Casablanca Extra Firm Ma Colour 4'6" Mattress Ext Firm	1		299.99	299.99
	Standard Mattress Protec White 4'6"	1		17.99	17.99
				Delivery	30.00
				Order Total	547.97

Special Instructions**Customer Signature**



Member's claim form

18 SEP 2007

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

IAN LUCAS

Constituency

WREXHAM

Claim details

Notes

You can only claim for

- costs you have actually
- additional expenses when 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 1/10/2007 to 24/10/2007

Total cost of hotel stays
attach all receipts

£ : p

Mortgage payments
(interest only) or rent

£ : p

Food

£ : p

Utilities

£ : p

Council Tax/Rates

£ : p

Telephone and telecommunications

£ : p

Cleaning

£ : p

Service/maintenance

£ : p

Repairs/insurance/security

£ : p

Other

£ 10,350 : 00 p ✓ please specify STAMP DUTY

Other

£ 1,435 : 13 p ✓ please specify LEGAL FEES

Other

£ 970 : 00 p ✓ please specify VALUATIONS (x2) ONE ABORTIVE PURCHASE

Total

£ 12,755 : 13 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 a Member of Parliament.

Signature



Date

13/09/07



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

02 AUG 2007

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

IAN LUCAS

Constituency

WREXHAM

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 7 1 0 7

to 31 10 7 1 0 7

Total cost of hotel stays
attach all receipts

£ 1332 : 25 p

Mortgage payments
(interest only) or rent

£ : p

Food

£ 80 : 00 p

Utilities

£ : 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

£ 1412 : 25 p

continued on page 2

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

29/7/07

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

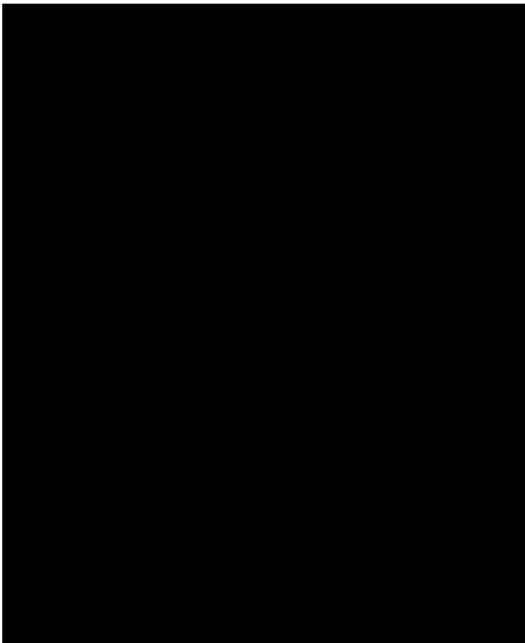
L. Lucas

Bed and Full Breakfast 145.00
Bed and Full Breakfast 137.25

* Total * 282.25

VAT DETAIL

Non-Vat = .00 Taxable = 240.22 = 240.22
17.50% Vat = 42.03 = 42.03
Total = 282.25

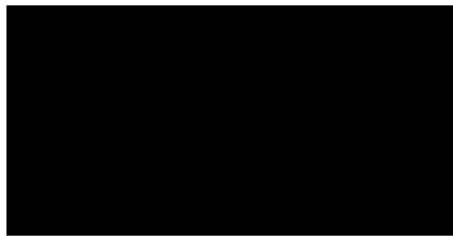


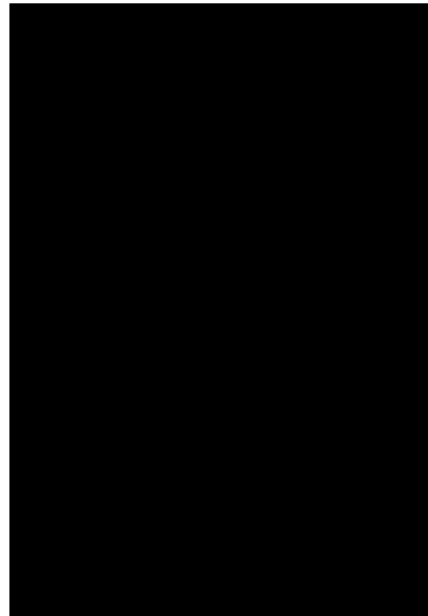
Sale Total

GBP 282.25

MR

. I LUCAS



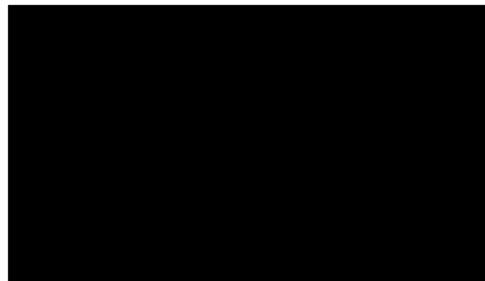


Sale Total

GBP 180.00

MR

. 1 LUCAS



[REDACTED]

L. Lucas

[REDACTED]

[REDACTED]

Bed and Full Breakfast
Accommodation (EXTRA)

90.00
90.00

* Total

*

180.00

[REDACTED]

I. Lucas

[REDACTED]

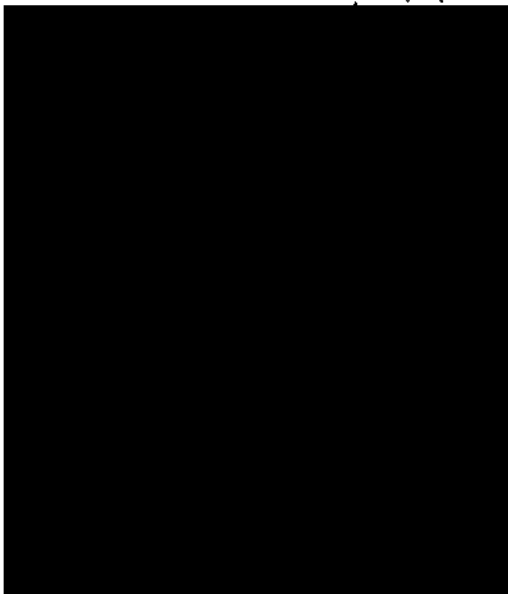
[REDACTED] 3 Nights @ 145.00 Bed and Full Breakfa 435.00

* Total * 435.00

[REDACTED] I. Lucas [REDACTED]

[REDACTED] 3 Nights @ 145.00 Bed and Full Breakfa 435.00

* Total * 435.00

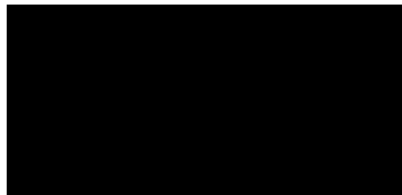


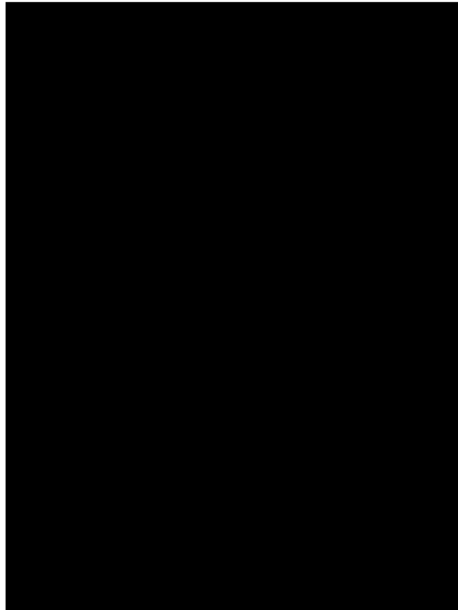
Sale Total

GBP 435.00

NR

I LUCAS



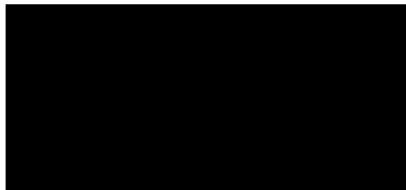


Sale Total

GBP 435.00

NR

J LUCAS





Member's claim form

11 JUL 2007

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

IAN LUCAS

Constituency

WREXHAM

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 11/06/2007 to 30/10/2007

Total cost of hotel stays
attach all receipts

£ ~~1500~~⁶⁸⁰ : 00 p 1599.35

Mortgage payments
(interest only) or rent

£ : p

Food

£ 100 : 00 p

Utilities

£ : 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

£ ~~1780~~¹⁷⁸⁰ : ~~50~~⁵⁰ p ^{90c} Day £ 1699.35

Details of second home *if applicable*

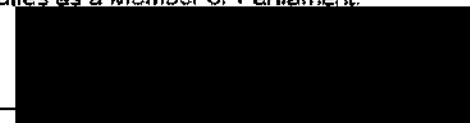
Address of
second home
for Additional
Costs Allowance

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

1/07/07

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

[REDACTED]

I. Lucas

[REDACTED]

[REDACTED]

2 Nights @ 165.00 Bed and Full Breakfa	330.00
Room Service 2	7.95

* Total	*	337.95
---------	---	--------

I. Lucas

3 Nights @ 105.00 Bed and Full Breakfast 405.00
Reception Bar PM 2.70

* Total * 407.70

I. Lucas

2 Nights @ 165.00 Bed and Full Breakfa 330.00

* Total * 330.00

VAT DETAIL

Non-Vat =	.00	Taxable =	280.86	=	280.86
		17.50% Vat =	49.14	=	49.14
			Total =		330.00

[REDACTED]

I. Lucas

[REDACTED]

[REDACTED]

3 Nights @ 145.00 Bed and Full Breakfa 435.00

* Total * 435.00



Member's claim form

07/08 AC-AZ
29 MAY 2007

Members' Allowances

About filling in this form

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

Your details

Name
in CAPITAL LETTERS

IAN LUCAS ✓

Constituency

WREXHAM /

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 30 14 107 ✓ to 31 15 107 ✓

Total cost of hotel stays
attach all receipts

£ 925 : 00 p ✓

Mortgage payments
(interest only) or rent

£ : p ✓

Food

£ 80 : 00 p ✓

Utilities

£ : 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

£ 1005 : 00 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

Signature



MP

Date

28/05/07

J

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

I. Lucas

Bed and Full Breakfast

125.00

* Total

125.00

VAT DETAIL

Non-Hot -	100.00	Taxable -	105.39	-	105.39
		17.50% Hot -	18.61	-	18.61
			Total -		125.00

I. Lucas

2 Nights @ 115.00 Bed and Continental 230.00

* Total * 230.00

I. Lucas

3 Nights @ 95.00 Bed and Continental B 285.00

* Total * 285.00

VAT DETAIL

Non-Vat =	.00	Taxable =	242.55	=	242.55
		17.50% Vat =	42.45	=	42.45
			Total =		285.00

[REDACTED]

I. Lucas

[REDACTED]

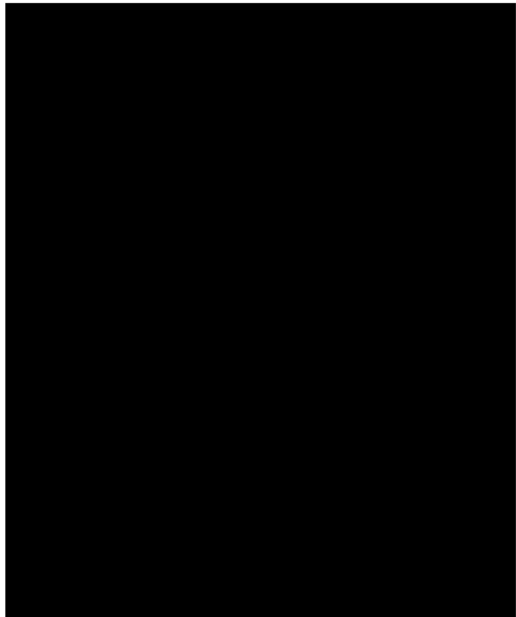
[REDACTED]

3 Nights @ 95.00 Bed and Continental B 285.00

* Total * 285.00

VAT DETAIL

Non-Vat =	.00	Taxable =	242.55	=	242.55
		17.50% Vat =	42.45	=	42.45
			Total =		285.00

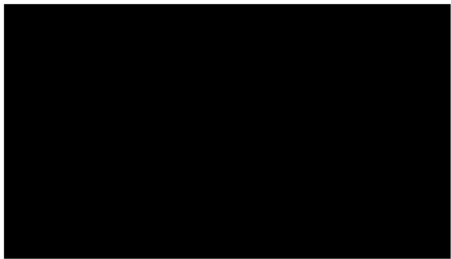


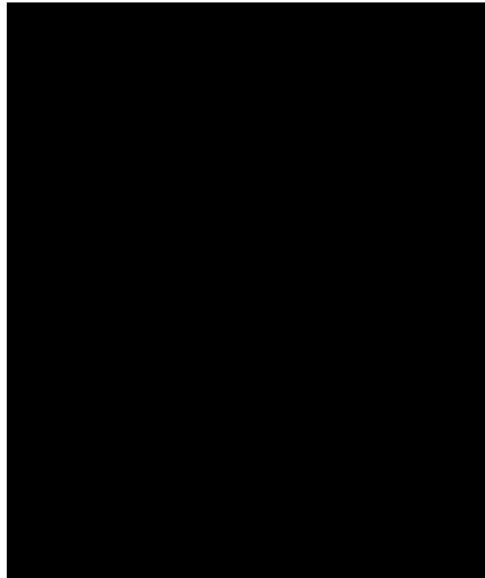
Sale Total

GBP 337.95

MR

. I LUCAS



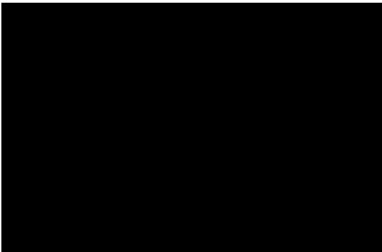


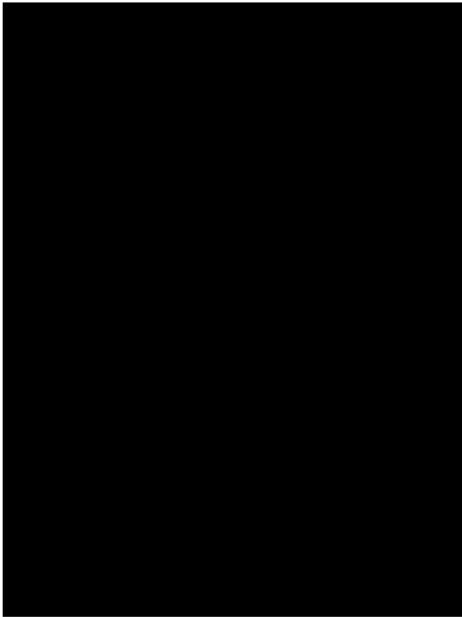
Sale Total

GBP 496.40

NR

. I LUCAS



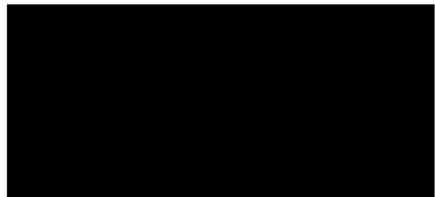


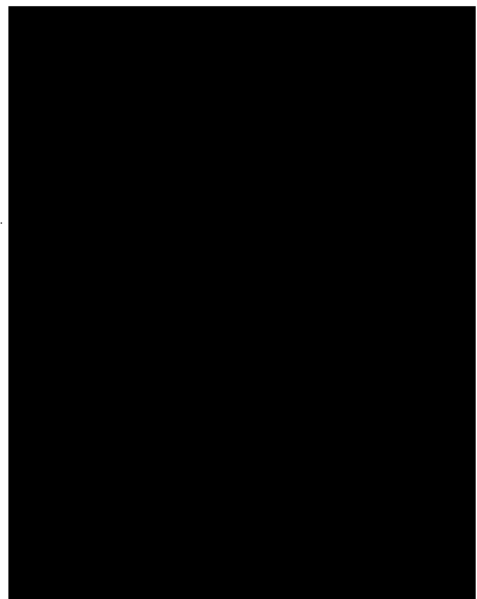
Sale Total

GBP 330.00

NR

J. LUCAS



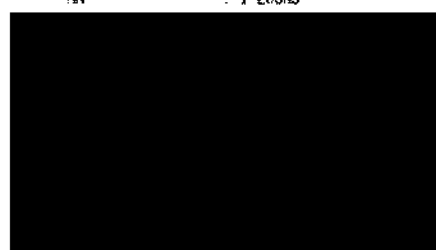


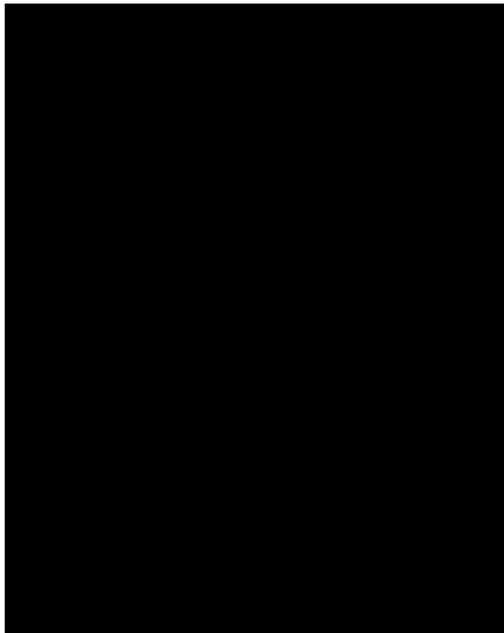
Sale Total

GBP 435.00

NR

J LUCAS

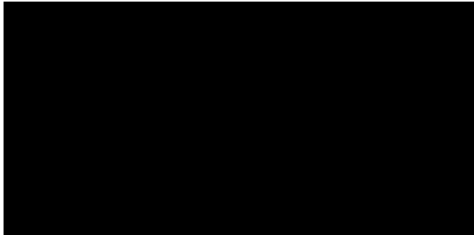


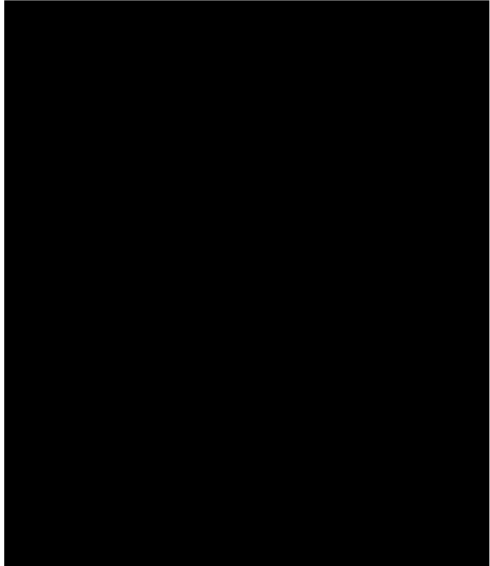


Sale Total

GBP 125.00

MR. J. LUCAS



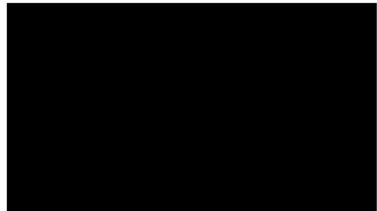


Sale Total

GBP 230.00

MR

MR LUCAS



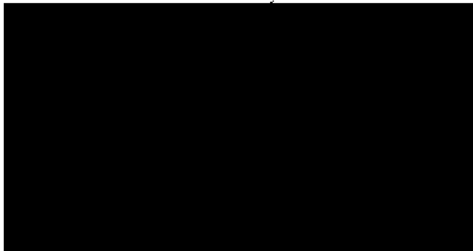


Sale Total

GBP 295.00

MR

LUCAS



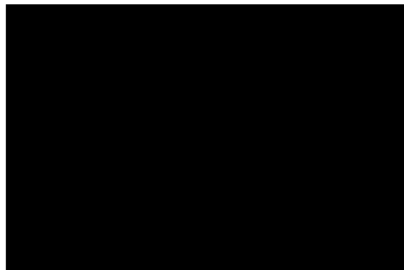


Sale Total

GBP 285.00

HR

. J LUCAS

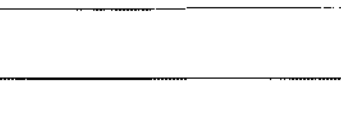
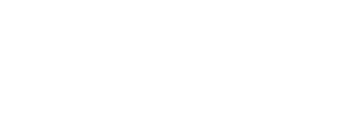
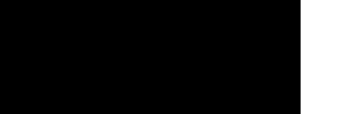
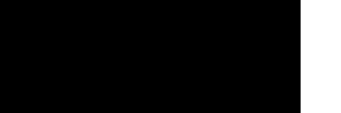
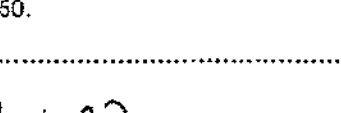




Member's claim form

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

IAN LUCAS

Constituency

WREXHAM

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 11 07 to 30 11 07

Total cost of hotel stays

attach all receipts

£ : p

Mortgage payments

(interest only) or rent

£ 1580 : 86 p ✓

Food

£ 100 : 00 p

Utilities

£ : 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

£ 1680 : 86 p ✓

Details of second

**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

10/12/07

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