

**Subject Access Request**

**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Daytime Tel No.** |  |
| **Email Address** |  |

**Section 2 – Proof of the applicant’s identity**

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from the list A and one from the list B below. Please indicate which ones you are supplying.

***Please DO NOT send an original passport, driving licence or identity card***

**List A (photocopy of one from below) List B (plus one original from below)\***

|  |  |  |  |
| --- | --- | --- | --- |
| Passport |  | Utility Bill |  |
| Photo Driving Licence |  | Bank Statement |  |
| Foreign National Identity Card |  |  |  |

*\*Any documents you send us will be returned by 2nd Class Post*

**Section 3 – Details of Information Required**

Please use the space below to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

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**Section 4 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that The Company may need to obtain further information from me/my representative in order to comply with this request:

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Section 5 – Representative Details**

(if completed The Company will reply to the address you provide in this section)

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Address & Postcode: |  |
| Daytime Telephone No: |  |
| Email Address: |  |

**Section 6 – Proof of Representative’s Identity**

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

***Please DO NOT send an original passport, driving licence or identity card***

**List A (photocopy of one from below) List B (plus one original from below)\***

|  |  |  |  |
| --- | --- | --- | --- |
| Passport |  | Utility Bill |  |
| Photo Driving Licence |  | Bank Statement |  |
| Foreign National Identity Card |  |  |  |

*\*Any documents you send us will be returned by 2nd Class Post*

**Section 7 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy – please use blue ink

|  |  |  |
| --- | --- | --- |
| I hereby give my authority for the representative named in Section 5 of this form to make a Subject Access Request on my behalf under the current Data Protection Regulation: | | |
| Signature of Applicant: |  | Date: |
| Signature of Representative: |  | Date: |

Section 8 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

|  |
| --- |
| 1. Date required: |
| 1. Reason (please state and supply supporting evidence): |
|  |
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