

2FOURSEVEN

SUBJECT ACCESS REQUEST FORM

DATA PROTECTION ACT 1998 - SUBJECT ACCESS REQUEST

Please provide the following details about yourself:

Full name .....

Address.....

Tel No ..... Fax No .....

E-mail: .....

Previous addresses (where appropriate).....

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**1. Are you requesting information about yourself?**

If so, you are the applicant and documentary evidence of your identity is required, i.e. driving licence, birth certificate (photocopy) and a copy of a recent utility bill. Please complete sections 2, 3 and 6 below.

If not, please you will need to supply the written consent of the applicant on whose behalf you are acting and complete sections 3, 4, 5 and 6 below.

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**2. Please describe the information you seek together with any other relevant information to help us identify the information you require.**

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3. To help us locate any personal information which we hold, please tick the relevant subject box below

4. If you are you authorised to act on behalf of the applicant, please complete the following

Details of applicant on whose behalf you are acting

Full name .....

Address .....

Tel No ..... Fax No .....

E-mail: .....

Relationship to the applicant .....  
(eg Senior management, solicitor, accountant etc)

Please briefly explain why you are requesting this information rather than the applicant.

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**5. The applicant on whose behalf you are acting must complete the following authorisation**

I ..... (Name of person on whose behalf application is made) authorise ..... (Name of person making the application) to seek access to personal information held by 2fourseven. I declare that this authorisation was freely given.

Signed ..... Date .....

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**6 ALL APPLICANTS MUST COMPLETE THIS SECTION** [Please note that any attempt to mislead may result in prosecution].

I ..... confirm that the information given on this application form to 2fourseven is true, and I understand that you may need more information to confirm my identity/that of the data subject and to locate the information that I am requesting.

Signature: .....

Date: .....

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Please return the completed form to the 2FOURSEVEN, The Trees, Sulhamstead Abbots, Reading RG7 4EE:

If necessary, you will be asked for evidence of identity.

Whilst 2fourseven must respond to your request for information within 40 days, please note this time period does not begin to run until all of the above has been received.