



**SUBJECT ACCESS REQUEST FORM**

Before completing this form please read the Subject Access Information Pack.

Any information provided in this form will be used solely for the purpose of responding to your request under section 7 of the Data Protection Act 1998 and the GDPR.

**Name and Contact Details of Data Subject**

Name:	
Address:	
Telephone Number (Day Time):	
Previous address (If you have moved house in the last 12 months):	

**Data Subject or Authorised Agent**

Tick as Appropriate:

- I am making this request on my own behalf
- I would like my agent Mr/s .....to Act on my behalf

If a third party is making a request on your behalf you will need to complete and attach an Agent Authorisation Form. We will not be able to deal with a request from a third party if this form is not completed.

**Identification**

In order to assist us in responding to your request and to help us prevent unauthorised disclosures of your personal data we require that you provide proof of identity from the Proof of identity checklist for individuals in Appendix A.

**Other Information**

Please provide any information that will assist us in locating the data you have requested. This could be details of any relevant reference numbers, dates of any correspondence or any members of staff you have dealt with.

**Statement**

I have read and understood the information contained in the Subject Access Information Pack. I understand that TFA may seek further information to confirm my identity as the data subject in order to ensure confidentiality. I confirm that the information I have provided is accurate.

Signature of data subject: .....

Date: .....

This form should be returned to: The Data Protection Officer, TFA, Prudence House, Plymouth PL7 5JX or emailed to [compliance@tomfrench.co.uk](mailto:compliance@tomfrench.co.uk)

## Appendix A

### Proof of identity checklist for individuals

Please provide one form of identity for your name and one for your address. You cannot use the same form of identity for both.

Proof of name	Proof of address
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook dated within the last three months
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year
Firearms or shotgun certificate	Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	HMRC self-assessment letters or tax demand dated within the current financial year
National identity card bearing a photograph of the applicant	Electoral Register entry
	NHS Medical card or letter of confirmation from GP's practice of registration with the surgery

### Documents not accepted include, but are not limited to:

- Provisional driving licence
- Mobile phone bills
- Credit card statements