

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/sto 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 un-authorized 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