

Important Notes

Please write in **BLOCK CAPITAL LETTERS** inside the boxes.

- ☐ I am the Data Subject (the person the information is about)
- ☐ I am acting on behalf of the Data Subject

If you are seeking information on behalf of someone who is unable to act for themselves, you must explain your relationship, what information you require and why it is required. Please note that information relating to someone else will not be disclosed without the data subject's written consent or an appropriate Court Order or Power of Attorney. Accordingly, I enclose:

- ☐ The Data Subject's written consent to disclosure
- ☐ A Court Order (e.g. Power of Attorney) permitting release of the information requested

My relationship to the data subject is (please specify):

Part 1 – Data Subject Personal Details

Title	
Surname	
Full Forename(s)	
DoB	
NI Number	
Telephone number	
Email address	
Date of joining	D D M M Y Y Y Y
Date of leaving	D D M M Y Y Y Y

Please provide the address that you want the information sent to, plus your daytime telephone number (if different from above). If seeking information on behalf of someone else, please provide your full name:

Title	
Surname	
Full Forename(s)	
Address	
Telephone number	

Part 2 – Information requested

State clearly the information you require, with dates where known. Please provide as much information as possible to assist us in locating your data.

Part 2 – Information requested

Verification of identity is required before your request can be processed.

I enclose as verification of identity a photocopy of my

- ☐ Passport
- ☐ Driving License
- ☐ Utility Bill

I declare that to the best of my knowledge, the information I have provided on this form is correct:

Signature		Name	
		Date	D D M M Y Y Y Y

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