

SUBJECT ACCESS REQUEST FORM

- ✓ We aim to reply to your request for information as soon as we can and no later than 28 days from your enquiry.
- ✓ We believe it is most efficient for us to provide you with as much information as you are entitled to.
- ✓ You are under no obligation to fill this form out, but it would be useful for us to receive it so that we can more accurately establish your request.
- ✓ We will then provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.
- ✓ The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

SECTION 1:

Details of the person requesting information

Full name:
Address:
Contact telephone number:
Email address:

SECTION 2:

Are you the data subject?

I am the data subject.

- I enclose proof of my identity;

YES	NO (Go to section 3)
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I am acting on behalf of the Data Subject. I enclose:

- The Data Subject's written authority;
- Their proof of ID and my proof of ID.

YES	NO (Go to section 4)
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SECTION 3:

Please send us a copy (not the original) of the following two items:

Proof of Identity

Passport, photo driving licence, national identity card or birth certificate

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old).

SECTION 4:

Please send us a copy (not the original) of the following two items:

Letter of Authority

Dated and signed by the Data Subject Proof of Identity Passport, photo driving licence, national identity card, birth certificate of the Data Subject

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old) of the Data Subject

Proof of Identity

Passport, photo driving licence, national identity card or birth certificate of the Third Party acting on behalf of the Data Subject

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill or HMRC tax document (no more than 1 year old) of the Third Party acting on behalf of the Data Subject

SECTION 5:

Please describe the information you are seeking:

SECTION 6:

Information about the collection and processing of data If you want information about any of the following:

Why we are processing your personal data	YES/NO
To whom your personal data is disclosed	YES/NO
The source of your personal data	YES/NO

SECTION 7:

Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to TRACE Debt Recovery UK Limited is true.

I understand that it is necessary for TRACE Debt Recovery UK Limited to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed
Date

Send the filled and signed Subject Access Request Form and copies of any relevant supporting documents to:

Data Protection Officer
TRACE Debt Recovery UK Limited
PO Box 1448
Northampton
NN2 1DW