

Application for access to your personal data

Section 1 – Details of the data subject

The term “data subject” refers to the person about whom the information is being requested

Claims Reference Number (if known/applicable)	
Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
First Name	
Surname	
Date of Birth (dd/mm/yyyy)	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Address (must NOT be a PO box address)	
Telephone number	
Email address	

Section 2 – Who is making the access request?

<input type="checkbox"/> Current Employee <input type="checkbox"/> Previous Employee <input type="checkbox"/> Current Customer/Vendor <input type="checkbox"/> Previous Customer/Vendor <input type="checkbox"/> Other (please state)
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Section 3 - Are you the data subject?

<input type="checkbox"/> Yes (please go to Section 5)	<input type="checkbox"/> No (If you are acting on behalf of the data subject, please go to Section 4)
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Section 4a Details of the person requesting the information (if different to Section 1)

Title (please tick one)	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
First Name	
Surname	
Current Address (must NOT be a PO box address)	
Telephone number	
Email address	

Section 4b – Relationship with data subject

Please describe your relationship with the data subject that leads you to make this request on their behalf:

Section 4c – Authority to release information

A representative needs to obtain authority from the data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority. This must be an original signature, not a copy (tip: using blue ink often helps verification).

If the data subject lacks capacity to give authority in this way, the representative should provide evidence of the authority that it has, such as proof of legal guardianship for children under 12 or a power of attorney. I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation (Regulation (EU) 2016/679)

Signature of Data Subject:	Date:
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Section 5 – Proof of Identity

In order to prove the data subject's identity, we may need to see copies of two pieces of identification, if however the data subjects personal details are the same as when they had the association with the business this will not be required. If you have had a change of personal details please supply one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.

In addition, if you are acting on the data subject's behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B below.

List A (one from below)

- Passport/Travel Document
- Photo driving licence
- National Identity Card

List B (plus one from below)

- A letter sent to you by the us
- Utility bill showing current home address
- Bank statement or Building Society Book

Section 6 – Details of the data required

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

Are there any specific dates you require this information to relate to?
Please state:

Section 7 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that FSCS may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative:

Date:

Please return the completed form to:

HR Department
Waddington Europe
37-39 Burners Lane, Kiln Farm
Milton Keynes, Bucks, MK11 3HA

we.hr@novolex.com

Voluntary Information

It would be helpful for us to know the reasons for your request, as this information will help us to improve our service (this is voluntary so you don't have to provide any reason and it will have no bearing on the processing of your subject access request):