



E&J Estates

www.eandjestates.co.uk

FORM REFERENCE: NC

Subject access request form

When you have completed the form – please print, sign and send to Head of Estates, E&J Estates, Prospect Place, Moorside Road, Winchester SO23 7SA or email to enquiries@eandjestates.co.uk

Under the Data Protection Act you have a statutory right to request what personal information we hold about you and what it uses the information for, subject to certain exemptions. Our privacy policy explains how we use your data and your rights which is available at <http://www.eandjestates.co.uk/privacy-policy.html> or by request.

To help us carry out this request, please carefully complete this form, read and sign the declaration and then send the completed form, along with proof of identity to us.

In order to protect your confidentiality, you will need to supply proof of your identity along with your completed form. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence.

Section 1 - details of the person making the request

Title:

First name(s)

Last name:

Date of birth:

Address:

Daytime Tel No.

Email:

Section 2 - are you requesting information about yourself?

If yes - please go to **section 4**

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority.

Section 3 - details of the Data Subject (if requesting information on behalf of someone else)

Title:

First name(s):

Last name:

Address:

Daytime Tel No.

Email:

Relationship to subject:

Section 4 - describe the information you are requesting

Please be as specific as possible. If you would like to see only specific document(s), for example a specific departmental file or form please describe these below. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

Section 4 - continued

Section 5 - Declaration

I certify the information on this form is true and correct

Signed:

Date:

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with a Director who can be contacted via the address above. We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons.

Please ensure that with this form you include:

- Proof of identity documents