

# Subject Access Request Form

Please complete sections 1-4 and 8 if you are applying to access your own personal information. If you are giving permission to someone else to apply for access to your personal information on your behalf, all sections must be completed. Please print clearly in ballpoint pen.

## 1. Personal Details (of data subject)

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel no. \_\_\_\_\_

Email \_\_\_\_\_

Before processing a request, we need to have proof of the identity of the data subject. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act 1998.

## 2. Proof of identity (of data subject)

To help us establish your identity you must enclose proof of your identity (this should be current and can be a copy).

Passport

Driver's licence

Birth certificate

Other \_\_\_\_\_

### 3. Details of information required (please be as specific as possible)

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### 4. Authorisation of data subject

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the information is being requested on behalf of the data subject by a third party, we also need to establish proof of their identity.

### 5. Personal Details (of third party acting on behalf of the data subject)

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel no. \_\_\_\_\_

Email \_\_\_\_\_

## 6. Proof of identity (of third party acting on behalf of the data subject)

If you are acting on behalf of the data subject, you must enclose a copy of your identification and official documentation showing that you are authorised to apply on behalf of the data subject's. This is to protect the identity of the data subject and ensure compliance with the Data Protection Act 1998.

## 7. Authorisation of data subject for third party request (if possible)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8. Checklist

- Proof of identity of data subject
- Proof of authorisation (if applicable)

In line with the Data Protection Act 1998 you will receive a response to your request within 30 calendar days of receipt of this form and the necessary identification. Please return the completed form to:

Access to Data Storage Manager  
Evergreen Power UK  
Unit 35, Business Capital Centre  
Carlton Road, South Croydon  
London  
CR2 0BS

Tel: 0800 689 1894

Please note that it is an offence to impersonate an individual to obtain personal data under the Data Protection Act.