

Data Subject Access Request

We are providing this template for ease and to assist you in providing all of the information you wish for us to use when conducting your Data Subject Access Request.

Please return this completed template or provide the information you wish for us to search for, along with the required copy identification to info@nhunter.co.uk

We will process your request on receipt of all required information within one month of receipt and responses will be issued by email.

Section 1: Your details

Title	First name (s)	Surname (please include any other surnames you were known by within the last 6 years)	Date of birth

Current address

Previous addresses (within the last 6 years)

If more space is needed, please write in the additional information box below

Telephone number	Email address – <i>please print clearly</i>

Responses will be issued to the email address given above within one month of receipt. Emails will be sent with attachments in PDF format, protected by a unique password. N Hunter Ltd will combine all matching records into one PDF document.

By giving the email address above, you are confirming that you accept responsibility for delivery of your personal data in this way. Please note, if this is a shared email address, N Hunter Ltd cannot accept any responsibility or liability for 3rd party access and/or further dissemination of your personal data.

Our response will be issued from a no-reply mailbox – please ensure that you check any spam or junk folders for delivery of our response.



Additional information

Section 2: Proof of identity

We require two proofs of identity, one from each of the lists below, to verify your identity and to protect against fraud. Photocopies are acceptable, however we reserve the right to request the original documentation.

List 1	Tick
This document must show your date of birth	
Current UK/EEA passport	
UK photocard driving licence (full or provisional)	
Firearms licence/shotgun certificate	
National Identity Card (non-UK nationals)	
Identity Card issued by the Electoral office for Northern Ireland	
Current non-UK/EEA passport with a valid endorsement evidencing leave to reside in the UK	
UK Birth Certificate	
UK Residence Card	

List 2	Tick
* These documents must be less than 3 months old, and must confirm your current address	
Full UK paper driving licence (pre-photocard version)	
State Benefits Entitlement document *	
State Pension Entitlement document *	
DWP Universal Credit Entitlement document *	
Local Authority Benefit document *	
State/Local Authority Educational Grant document	
HMRC Tax Notification document	
Disabled Drivers Pass	
Financial statement issued by bank, building society or credit card company *	
Judiciary document such as Notice of Hearing, Summons or Court Order *	
Utility bill for the supply of gas, electric, water or telephone landline *	
Most recent mortgage statement	
Most recent Council Tax bill/demand or statement	
Current council rent card	
Current council tenancy agreement	
Building Society Passbook which shows a transaction in the last 3 months and your address	

How information about you will be used

The personal information you have provided to us for your Subject Access Request, will be used solely for the purpose of processing your request and will be securely destroyed 50 days after our response. This allows for any follow up queries you may have.

We reserve the right to charge a reasonable fee, or refuse to act on a request, where we consider requests to be manifestly unfounded, excessive or repetitive.

By signing this document, you confirm that:

- You are the named person on this form
- You have enclosed all necessary documentation
- You agree processing of your personal data
- You accept our email statement set out on page 1 (if chosen)

Signature

Date

Please send completed form and ID to: info@nhunter.co.uk

