

### 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](mailto: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 or connected addresses e.g buy to let (within the last 6 years) |
|--|
|  |

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

| Telephone numbers (within last 6 years) | Email addresses (within last 6 years) – <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.

| <b>List 1</b>   | 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   |      |

| <b>List 2</b>   | 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](mailto:info@nhunter.co.uk)

