

Subject Access Request Form Data Protection Act 1998

Please note that this is not a mandatory form. Subject Access Requests made in other formats will be accepted but this form is designed to speed up the process.

There is a standard £10 charge for every Subject Access Request. Your request will not be processed until payment has been received.

Please complete clearly in **BLOCK LETTERS** using black pen

Part 1 – Your details

Title (Mr,Mrs,Miss etc)	
Surname	
Forenames	
Address (including postcode)	
Customer Reference No	
Telephone No	
Email Address	
Date of Request	

Part 2 - Proof of your identity

Please provide copies of 2 forms of identification from the following lists, 1 from List A and 1 from List B.

List A

Birth Certificate
Passport
Photo driving licence
National identity card

List B

Recent utility bill
Council tax bill
Bank/Building society statement

Once we have verified your identity these copies will be returned to you.



Part 3 – Details of personal data requested

Please help us process your request quickly and efficiently by providing as much detail as possible about the information you require.



Part 4 - Declaration

A person who unlawfully obtains or attempts to unlawfully obtain personal information is guilty of a criminal offence and is liable to prosecution.

I certify that the information provided on this form is correct. I understand that Northumbrian Water are obliged to confirm proof of identity/ authority and that it may be necessary for them to obtain further information in order to respond to this Subject Access Request.

I enclose a cheque for £10 made payable to Northumbrian Water Ltd

Signature of applicant/ representative.....Date.....

Part 5 – Before sending this form please check that you have:

- Enclosed proof of identity (see part 2)
- Given enough details for us to locate the information you want (see part 3)
- Read, signed and dated the declaration (see part 4)
- Enclosed the £10 fee (see part 4)

Subject Access Requests will be processed within 40 days of receipt of required information and payment in accordance with the Data Protection Act 1998.

If you have any queries or require any assistance completing this form, please refer to the 'Your rights' section in our Privacy Statement at:

<http://www.nwl.co.uk/your-home/privacy-policy.aspx>

Or contact us at:

collections.support@nwl.co.uk

The details in this form will be used to process this request and additionally to update your personal details held by us where relevant.