

## Personal Information Request Form

The purpose of this form is to ensure that all the necessary information to complete your subject access request is provided to The A&DC Group Ltd. You are not obliged to use this form, but if you do not, should ensure that all the required information on this form is provided.

Please note that where the term 'Data Subject' is used it refers to the person about whom the information is being requested.

### 1. Details of person requesting information

Full Name:	
Address:	
Tel. No:	Fax No:
Email:	

### 2. Are you the Data Subject?

**Yes**

If you are the data subject please supply evidence of your identity i.e. driving license, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. (Please go to Question 5)

**No**

Are you acting on behalf of the Data Subject with their written authority? If so, that authority must be enclosed. (Please complete questions 3 and 4)

### 3. Details of the Data Subject (if different to 1)

Full Name:	
Address:	
Tel. No:	Fax No:
Email:	

### 4. Relationship with the Data Subject

Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

<p>.....</p> <p>.....</p>
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## 5. Information Required

Please describe the information you seek together with any other relevant information. This will help to identify the information you require.


*The organisation is allowed to charge for each application. The current fee is £10.00*

**Declaration to be completed by all applicants:** Please note that any attempt to mislead may result in prosecution.

I ..... certify that the information given on this application form to The A&DC Group Ltd is true, I understand that it is necessary for the company to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature: ..... Date: .....

NOTE: The period of 40 days in which the organisation must respond to the request will not commence until it is satisfied upon these matters.

### Please return the completed form to:

Mrs Isobel Venner  
Privacy Officer  
The A&DC Group Ltd  
3 Lammas Gate  
Meadrow  
Godalming  
Surrey  
GU7 3HT

### Documents which must accompany this application:

1. Evidence of your identity
2. Evidence of the Data Subject's identity (if different from above)
3. The fee of £10 (cheques made payable to The A&DC Group Ltd)
4. Stamped addressed envelope for return of proof of identity / authority documents