

Data subject access request form

Under current Data Protection legislation, you can ask to see personal information that we hold about you. We've designed this form to make the process as easy as possible. You can also use this form to request personal information about someone else, provided you have their written authority.

You don't have to use this form to make the request, but you'd need to give us the same details.

We don't normally charge for this service, but if we need to we'll contact you first. We may also contact you if we need further proof of identity for you or anyone else named on the form.

Please write in BLOCK CAPITALS

1 Your details

Full name

Address

Tel no

Email

Date of birth

2 Are you asking to see personal information about yourself or someone else?

Yourself: go to section 5

Someone else: complete sections 3 and 4 then go to section 6

3 If someone else, whose personal information are you asking to see?

Full name

Address

Previous address(es). This will help us to ensure our response is complete. (Continue on a separate sheet if you need to)

Tel no

Date of birth

4 What is your relationship with the person in section 3?

Give full details and include this person's written authority for you to make the request on their behalf (either the original document or a certified copy*)

* 'Certified copy' means copies of a document that has been certified by a professional person (not retired) such as a banker, authorised financial intermediary, mortgage broker regulated by the local financial services regulator, teacher, doctor, minister of religion or civil servant. The person signing the copy must give their full name, address and occupation. A copy of a certified copy is invalid and must be re-certified.

5 Please give us your previous address(es)

This will help us to ensure our response is complete. (Continue on a separate sheet if you need to)

6 Which type(s) of personal information are you asking to see? (tick only those that you require)

- Information that we may hold
- Recordings of telephone calls (we will need the telephone number(s) from which calls were made or received and the approximate dates and times). Please note not all calls are recorded.

Tel no

Date

Time

- Other personal information (please describe what you are asking to see and give any other information you think will help us in providing it)
-

7 Declaration

I (print name)

certify that the information given on this form is true. I understand that I may not be entitled to information that reveals details concerning another person, either directly or indirectly. I also understand that NS&I Government Payment Services may need to ask for more information about me or the person in section 3 in order to confirm my/their identity and respond to my request.

Signed

Date

What next?

Check that you have signed the form and, if applicable, included:

- written authority from the person named in section 3
- the signature of a parent/person with parental responsibility

Send your application to: B2B Data Protection Officer, NS&I GPS, 1 Drummond Gate, London, SW1V 2QX. We'll aim to reply within one month of receiving all the necessary information from you.

Any questions?

Call us on **020 7932 6856** and we'll be happy to help. We may record your call to help us give you the best service.

For NS&I GPS use only

ID verified

DSAR ref

Date