

# Subject Data Access Request

## Application for access to your personal data held by Jersey Post.

**IMPORTANT NOTE:** We cannot accept the document unless it is signed and accompanied by copies of proof of ID and address. There is no fee for processing Subject Data Access Requests. See page 2 for full details of acceptable identification documents.

A member of the Jersey Post team will contact you to acknowledge receipt of this request and will provide a response to you within 21 working days (however should there be any delays due to unforeseen circumstances you will be notified of this).

Fields marked with an \* are mandatory and must be completed.

### 1. Personal Information

*Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
*Forename(s)/Given name(s):	<input type="text"/>				
*Surname/Family name:	<input type="text"/>				
Maiden/Other names:	<input type="text"/>				
*Date of birth:	<input type="text"/>				
*Place of birth:	<input type="text"/>				

### 2. Contact Details

Telephone number:	<input type="text"/>
*Current Address:	<input type="text"/>
	*Postcode: <input type="text"/>

**Alternative Correspondence:** Only complete this box if you wish correspondence not to be sent to above home address.

<input type="text"/>
<input type="text"/>
<input type="text"/>
*Postcode: <input type="text"/>

If you would like someone to act on your behalf please enclose written consent including their address.

Previous Addresses (for the last five years): If necessary use separate sheet of paper.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Email address:

Please tick this box if you would prefer general correspondence to be sent via email.

Please note disclosure of documents will not be made by email.

### 3. Your request

To help us find the personal data you require and which may be held by Jersey Post please supply as much detail as possible in the boxes below. Please continue on a separate sheet of paper if necessary.

Specify exactly what information you require?

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### 4. Declaration & Signature

The Information supplied in this application is correct and I am the person to whom it relates. I accept that the information will be used for the purpose of administering this request and to ensure the accuracy of information held by Jersey Post. I understand that Jersey Post may ask for more information in order to complete this subject access request.

\*Please tick the box to agree:

\*Date:

### 5. Checklist

**Please ensure you have included with the form:**

Photocopy of one of the following forms of identification with **name and current address**.

- Bank statements (dated within the previous 3 months)
- Utility bill (dated within the previous 3 months)

**PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

**AND**

Photocopy of one of the following forms of photographic identification with **name and date of birth**.

- Passport
- National identity card
- Valid driving licence (please note if using a UK or other national driving licence, it cannot be used for both current address and date of birth identification)

**PLEASE DO NOT SEND ORIGINAL DOCUMENTS.**

Signed letter of authority if you require us to correspond with another person on your behalf.

**Please send completed applications to:**

Customer Services Department  
Jersey Post Headquarters  
Rue Des Pres Trading Estate  
JERSEY, JE1 1AA

Alternatively please email: [customerservices@jerseypost.com](mailto:customerservices@jerseypost.com)