



**THE JEFFERSON GROUP**

### **Subject Access Request Forms**

Under the General Data Protection Regulation (GDPR) you have the right to ask any organisation whether they hold your personal data and to see a copy of that information. If you wish to access your personal data from The Jefferson Group please complete the form(s) (below).

You will be asked to supply proof of identity. We ask for this as we need to protect your personal data by ensuring that it is actually you requesting it, and not someone pretending to be you.

Your request will be actioned within 30 calendar days from when The Jefferson Group receive the fully completed form and all the relevant information we require (e.g. proof of identity).

The information The Jefferson Group hold may contain details of another person. In these instances, we may need to seek their consent before we can provide that information to you. If consent is not given, personal details of the other person will be redacted before being supplied to you.

Please note that you may make a request for your personal data without completing the form(s). However, this must be in writing or by emailing our Data Protection Officers (contact details shown below). If you do not use this form, please provide all of the information requested below as this is needed to action your request. Missing information could result in a delay to the start of this process.

Please provide us with the following details:



## THE JEFFERSON GROUP

### Form 1 – Your personal information

Full name	
Date of Birth	
Address	
Postcode	
Telephone number	
Email address	
Please describe with as much detail as possible the information you require, for example, the department which holds the information, any time periods which may be relevant. This will assist us in locating the information you require.	

#### Are you making a request for your own personal information?

**YES** – In order for us to provide you access to the information you have requested we will need to be able to verify your identity. Please provide photocopies of:

1. photographic ID AND
2. Utility bill

**NO** – If you are acting on behalf of the individual who requires access to their personal data please provide written authority or evidence of power of attorney. Please also complete Form 2 below.



## THE JEFFERSON GROUP

### Form 2 - Details of the individual you are acting on the behalf of

Full name	
Date of Birth	
Address	
Postcode	
Telephone number	
Email address	
What is your relationship with the individual and why are you requesting this information on their behalf?	
Please describe with as much detail as possible the information you require, for example, the department which holds the information, any time periods which may be relevant. This will assist us in locating the information you require.	



**THE JEFFERSON GROUP**

**Declaration:** [To be completed by all applicants].

I certify that the information given on this application form to The Jefferson Group is true. I understand that it is necessary for the organisation to confirm my identity/the individuals

identity that I am acting on the behalf of and it may be necessary to obtain more detailed information in order to locate the correct information.

Signature	
Date	

Please return the completed form and proof of your identity to:

Tom Howe  
Data Protection Officer  
The Jefferson Group  
21 Eastcastle Street  
London  
W1W 8DD

Or email [privacy@jeffersongroup.co.uk](mailto:privacy@jeffersongroup.co.uk)

Please note: The Jefferson Group will respond within 30 calendar days from the date of receipt of your request. However, if we are unable to respond within that time period or if we require clarification we will make contact with you.