****

**SUBJECT ACCESS REQUEST FORM**

The Data Protection Act 2018 provides you, with a right to receive a copy of the information we hold about you.

Unfortunately, we are unable to accept post at this time due to our office being closed because of the COVID 19 Pandemic.

However, you can make your request verbally by calling 0808 8084000 for National Debtline or 0800 1976026 for Business Debtline, or via email to

DPO@moneyadvicetrust.org

Please complete this form if you wish to access records which include your personal information held by the Money Advice Trust (this may include National Debtline, Business Debtline and Wiser Adviser).

**You will need to provide evidence of your identity. Please see details below.**

Your request will be processed within **one month** of receipt of a fully completed form.

**Section 1 – Your Details**

|  |
| --- |
| Reference Number (if known) |
| Title |
| Gender |
| Full Name |
| Date of Birth |
| Address |
|  |
|  |
| Post Code |
| Telephone |
| Email (mandatory) |
| Previous Address |
|  |
|  |
|  |

**Section 2 – Proof of Identity Documents**

In order to establish your identity, your application must be accompanied by two kinds of proof of identity, one from each of the lists below. For each list you should tick the appropriate box to indicate which document you have included.

List 1

Attach a clear photocopy of one of the following documents.

|  |  |
| --- | --- |
| A valid signed passport including photograph |  |
| A valid UK Photo-Card Driving Licence (Full or Provisional) including the Paper Counterpart |  |
| A valid Biometric Residence Permit including Photo card (BRPs) |  |
| Recent evidence of entitlement to a state or local authority funded benefit (including housing benefit) |  |
| National Identity Card (non-UK nationals) |  |
| Identity Card issued by the Electoral Office for Northern Ireland |  |
| Firearms certificate or shotgun licence |  |

List 2

Attach one original document from the following (PLEASE NOTE: This document must show your name and current address).

|  |  |
| --- | --- |
| Original current council tax demand letter or statement |  |
| Original utility bill dated within the last 3 months |  |
| Original current bank statement or credit/debit card statement, dated within the last 3 months, issued by a regulated financial sector firm in the UK, EU or an equivalent jurisdiction |  |
| Original Income Tax Notification from HM Revenue & Customs |  |
| Original Local Council Rent card or Tenancy Agreement |  |
| Original Instrument of a Court application (such as liquidator, or grant of probate) dated within the last 3 months |  |

**Section 3**

Representative Details (Only to be completed if applying for Subject Access Request on behalf of someone else).

|  |
| --- |
| Name of Representative |
| Company (if applicable) |
| Representatives Address |
|  |
|  |
| Postcode |
| Email (mandatory) |
| Telephone Number |

|  |  |
| --- | --- |
| Signed: | Date: |

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant signature (in section 5), or provide a separate note of authority.

**Section 4**

Please detail below the specific information you require.

|  |
| --- |
|  |

**Section 5**

By signing this document you signify that you have read and completed all

sections accurately and that you have enclosed the necessary documentation.

If a representative named in section 3 is making a Subject Access Request on your behalf, then you should also sign below.

|  |  |
| --- | --- |
| Signed: | Date: |

Return this completed form by email to DPO@moneyadvicetrust.org

**GUIDANCE NOTES**

**Please read these notes before completing the details on the form**

1. **Who may apply for information?** Only the individual who the personal information is about (*the Data Subject*). This means that you can only apply for your own personal information (*referred to as Subject Access Request)*. You cannot apply for information about anyone else; neither can anyone else apply for information about you. You may wish to nominate someone to be your authorised representative and the information can then be released to them with your consent.
2. **What does it cost?** There is no fee for a Subject Access request (SAR). However, we can charge a ’reasonable fee’ when a request is unfounded or excessive or particularly repetitive.
3. **How soon do I get an answer?** Within one month of the Money Advice Trust receiving your request and proof of identity. Please aim to be as specific as possible when requesting your personal information. If we do not have enough information to begin our search, we will email you and ask you for more details. In these circumstances the one month response time will begin from the day we receive sufficient information from you to proceed.
4. **Identification.** We must ensure that the personal information we have been asked for is given only to the person to whom this information refers, or their authorised representative. Therefore, we will be asking you for proof of both your identity and address.

Please complete and return the Subject Access Request form to the email address below, together with proof of identity, proof of address and if you are applying on someone’s behalf, proof that they have given consent.

Return this completed email to DPO@moneyadvicetrust.org