

The General Data Protection Regulation (GDPR), effective from 25th May 2018, provides you ('the data subject') with certain rights in respect of your personal data, including a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form with details of your request. You will also need to provide proof of identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

If you are applying on behalf of someone else, please complete the details of the data subject below.

1. About the data subject

Title: Mr / Mrs / Miss / Other	<input type="text"/>	Address (permanent residence)	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Previous Address (if at current address for less than 2 years)	<input type="text"/>
Email address	<input type="text"/>	Postcode	<input type="text"/>
Tel. No.	<input type="text"/>		

2. Data subject identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of **two documents** such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utility bill or council tax bill. The documents should include your name and current address, and at least one document showing your date of birth. If you have changed your name, please supply a copy of the relevant document(s) evidencing the change.

Please tick the appropriate box to indicate which two copied documents you have enclosed.

Birth Certificate Driving Licence Passport An official letter to my address

3. Details of request

Please provide a description of your request, and any further information which will enable us to act on your instructions, for example locating any specific personal data with dates where known.

Details:

4. About the authorised person

Please complete this section with your details if you are acting on behalf of the data subject:

Title: Mr / Mrs / Miss / Other	<input type="text"/>	Address (permanent residence)	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	Postcode	<input type="text"/>
Date of Birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Previous Address (if at current address for less than 2 years)	<input type="text"/>
Email address	<input type="text"/>	Postcode	<input type="text"/>
Tel. No.	<input type="text"/>		

I am enclosing the following copies as proof of my identity:

Birth Certificate Driving Licence Passport An official letter to my address

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Power of Attorney/ Court of Protection Deputyship Order Evidence of parental responsibility Letter of Authority

5. Data subject/authorised person Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Forester Life is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this data subject request.

Signature of data subject

Date

I confirm that I am authorised to act on behalf of the data subject. I understand that Forester Life is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this data subject request.

Signature of authorised person

Date

Guidance notes to completing the data subject request form:

Section 1 – About the Data Subject:

Please complete details about the data subject that will assist us in finding the required information. You should complete this section fully and carefully as the information will be used as the basis for our internal searches. For your protection, any correspondence that we send to you (including any information that we send to you in response to your request) will be sent only to the home address specified here.

Section 2 – Data Subjects Identity:

Foresters has a duty to ensure that the information it processes is secure. We will only provide the information relating to the data subject if we are satisfied regarding his/her identity, and require reasonable proof to verify identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

Section 3 – Details of Request:

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (eg who within Foresters may have been dealing with the matter, along with any known timelines). Where possible, please attempt to avoid making open-ended requests for access.

Section 4 – Authorised Person/Proof of Identity:

This section should be completed fully by the authorised individual and accompanied by proofs of identity and the appropriate legal authorisation to act on behalf of the data subject.

Section 5 – Data Subject/Authorised Person Declaration:

Please sign and date the relevant part of the declaration. We are unable to accept requests that have not been signed and will not process any requests unless it has been signed and dated.

Any attempt to obtain personal data to which you are not entitled may be an offence under the EU – General Data Protection Regulation (EU-GDPR).

Submission:

Please send your completed form and proof of identity to:

The Data Protection Officer

Forester Life

Foresters House

2 Cromwell Avenue

Bromley

BR2 9BF

Email address: data.protection@foresters.co.uk