



# SUBJECT ACCESS REQUEST FORM

If you want us to supply you with a copy of any personal data, we hold about you, please complete this form and send it to the address below. You are currently entitled to receive this information under the Data Protection (Jersey) Law 2018 (DPJL). We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. Digital Jersey will respond to your request within four-weeks of confirming your identification.

Please send your completed form and proof of identity to:

**Data Protection Officer  
Digital Jersey  
Forum 3  
Grenville Street  
St Helier  
Jersey JE2 4UF**

[DPO@Propelfwd.com](mailto:DPO@Propelfwd.com)

## Section 1: Details of the person requesting information

|                        |  |
|------------------------|--|
| Your full name:        |  |
| Your address:          |  |
| Your telephone number: |  |
| Your email address:    |  |

## Section 2: Are you the data subject?

Please tick the appropriate box.

- YES:** I am the data subject. I enclose proof of my identity (see below). Please proceed to Section 4.
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). Please proceed to Section 3.

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) **Proof of Identity.** We need one of the following: passport, photo driving license, national identity card.
- 2) **Proof of Address.** We need one of the following: utility bill, bank statement, credit card statement; current driving license or a recent tax bill, (no more than 3 months old)

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

## Section 3: Details of the data subject

|                        |  |
|------------------------|--|
| Your full name:        |  |
| Your address:          |  |
| Your telephone number: |  |
| Your email address:    |  |



## Section 7: Declaration

Please note that any attempt to mislead may result in legal action.

I confirm that I have read and understood the terms of this Data Subject Access Request Form and certify that the information given in this application to Digital Jersey is true. I understand that it is necessary for Digital Jersey to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

.....  
Signature

.....  
Date

### Attachments:

I am enclosing the following copies as proof of identity:

| <b>Proof of ID</b>                        | <b>Proof of Address (dated within the last 3 months)</b> |
|---|--|
| <input type="checkbox"/> Passport         | <input type="checkbox"/> Utility Bill                    |
| <input type="checkbox"/> Driving Licence  | <input type="checkbox"/> Bank Statement                  |
| <input type="checkbox"/> National ID Card | <input type="checkbox"/> Credit Card Statement           |
|   | <input type="checkbox"/> Tax Bill                        |