

SUBJECT DATA ACCESS REQUEST



Application for access to your personal data held by Jersey Water.

IMPORTANT NOTE: We cannot process this request until we have verified your identity. In most cases we will not charge a fee to process a subject access request. However, if the request is excessive we may charge a fee for administrative costs associated with your request. See section 5 for full details of acceptable identification documents.

Our Data Protection Officer 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 Mrs Miss Ms Other

*Forename(s)/Given name(s):

*Surname/Family name:

Maiden/Other names:

2. CONTACT DETAILS

Telephone number:

*Current Address:

 *Postcode:

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

 *Postcode:

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.

 *Postcode:

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.

