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

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1. PERSONAL INFOR	RMATION				
*Title: Mr Mrs	Miss Ms Other				
*Forename(s)/Given name(s):					
*Surname/Family name:					
Maiden/Other names:					
2. CONTACT DETAILS	S				
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 w	rould prefer general correspondence to be sent via email.				

Please note disclosure of documents will not be made by email.

3. YOUR REQUEST

To help us find the personal data you require and paper if necessary.	which may be held by Jersey Water p	olease supply as much detail as possible i	n the boxes below. Please continue on a separate sheet of
Specify exactly what information you require.			
4. DECLARATION & SIGNATURE			
The Information supplied in this application is corressure the accuracy of information held by Jersey			used for the purpose of administering this request and to complete this subject access request.
*Please tick the box to agree:	Signature:		Date:
5. DUE DILIGENCE			
Please ensure you include the following with this f	orm:		
A certified true copy of either your current drivir A copy of a utility bill (other than a Jersey Wate A signed letter of authority if you require us to outility bill (other than a Jersey Water bill) or ban	r bill) or bank statement confirming yo correspond with another person on yo	ur behalf, a certified true copy of either the	ir current driving licence or passport and a copy of their
PLEASE DO NOT SEND ORIGINAL DOCUME	:NTS.		
Private & Confidential			
Please send completed applications to:			
Data Protection Officer			
Jersey Water,			
Mulcaster House, Westmount Road,			
St Helier, Jersey JE1 1DG			



Alternatively please email: dataprotectionofficer@jerseywater.je