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 In | nformation |
|--|--|
| *Title: Mr Mr: *Forename(s)/Given name(s): | |
| *Surname/Family name: | |
| Maiden/Other names: | |
| 2. Contact D | etails |
| 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 Previous Addresses | on your behalf please enclose written consent including their address. |
| (for the last five years): If necessary use separate sheet of paper. | |
| | *Postcode: |
| | |
| Email address: | |
| | would 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 which may be held by Jersey Water please supply as much detail as possible in the boxes below. Please continue on a separate sheet of paper if necessary. |
|---|
| Specify exactly what information you require. |
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| 4. Declaration & Signature |
| The Information supplied in this application is correct and I am the person to whom it relates. I accept that the information will be used for the purpose of administering this request and to ensure the accuracy of information held by Jersey Water. I understand that Jersey Water may ask for more information in order to complete this subject access request. |
| *Please tick the box to agree: Signature: Date: |
| |
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| 5. Due Diligence |
| Please ensure you include the following with this form: |
| A certified true copy of either your current driving licence or passport. A copy of a utility bill (other than a Jersey Water bill) or bank statement confirming your current residential address, which is no more than 3 months old. A signed letter of authority if you require us to correspond with another person on your behalf, a certified true copy of either their current driving licence or passport and a copy of the utility bill (other than a Jersey Water bill) or bank statement confirming their current residential address, which is no more than 3 months old. |
| PLEASE DO NOT SEND ORIGINAL DOCUMENTS. |
| |
| Private & Confidential |
| Please send completed applications to: |
| Data Protection Officer Jersey Water, St Helier, Jersey, JE1 1 JW |



 ${\it Alternatively\ please\ email:\ dataprotection of ficer@jersey water.je}$