

# 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.

