



## THE DX GROUP – SUBJECT ACCESS REQUEST FORM

### DATA PROTECTION ACT 1998 – SUBJECT ACCESS REQUEST

Please provide the following detail about yourself:

Full Name .....

Address .....

.....

Tel No ..... Fax No .....

Email .....

#### FEE

A fee of £10.00 (the current statutory maximum under the Data Protection Act 1998) is payable for each application for information. Please enclose a cheque or postal order made payable to The DX Group.



1. Are you requesting information about yourself?

If so, you are the data subject and documentary evidence of your identity is required, i.e. driving licence, birth certificate (or photocopy) and a stamped addressed envelope for returning the document. (Please go to 3 below.)

If not, please supply the written consent of the data subject and supply their details as follows:

Full Name .....

Address .....

.....

Tel No ..... Fax No .....

Email .....





2. Please briefly explain why you are requesting this information rather than the data subject.

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.....

3. Please describe the information you seek together with any other relevant information to help us identify the information you require.

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ALL APPLICANTS MUST COMPLETE THIS SECTION [Please note that any attempt to mislead may result in prosecution]

I ..... confirm that the information given on this application form to The DX Group is true, and I understand that The DX Group may need more information to confirm my identity / that of the data subject and to locate the information that I am requesting.

Signature: .....

Date: .....

Please return the completed form to the Head of Customer Concerns, The DX Group, PO Box 390, Northampton, NN3 6YG ([customer.concerns@thedx.co.uk](mailto:customer.concerns@thedx.co.uk)) along with the following:

- a) Evidence of your identity(ies)
- b) Evidence of the data subject's identity (if different from a)).
- c) The fee of £10.00 (cheque or postal order made payable to The DX Group);
- d) Stamped addressed envelope for return of proof of identity / authority document.

Whilst The DX Group must respond to your request for information within 40 days, please note this time period does not begin to run until all of the above has been received.

