



**Subject Access Request form**

**Section 1 – Applicant Details**

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):		
Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):	...../...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Date of employment to/from:		

**Section 2 – Applicant Details**

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	
Previous address: (if required)	
Postcode:	
How would you like to receive any information that we may hold:	Email <input type="checkbox"/> or Post <input type="checkbox"/>
Please provide the email or postal address that you want the information to be sent to:	



**Section 3 – Proof of the applicant’s identity**

In order to complete your request we will require documentation to confirm your identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

*Please DO NOT send any original documents such as passport, driving licence or identity cards*

**List A (photocopy of one from below)**

**List B (plus one from below) \***

Passport/Travel Document	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>

**All copies of information provided for the purposes of identification will be used to verify the applicant only and destroyed/deleted immediately the verification is confirmed.**

**Section 4 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require:




## Section 5 – Timescale

If you have specific reasons for requiring data by a specific date please give details below:

(a) Date required:
(b) Reason (please state and supply supporting evidence):

## Section 6 – Declaration

The information which I have supplied in this application is correct and I am the person to whom it relates. I understand that Snow Business International Ltd appointed Data Monitor may need to obtain further information from me in order to comply with this request.

Signature of Applicant:	Date:
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Please return your completed form to either;

**Email:** [datarequest@snowbusiness.com](mailto:datarequest@snowbusiness.com)

**Post:**

Data Monitor  
Snow Business  
The Snow Mill  
Bridge Road  
Stroud  
Gloucestershire  
GL5 4TR

Our policy is to provide the information free of charge. However, we may charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive. If a fee is applicable this will be based on the administrative cost of providing the information.

For additional information on our Data Protection and Privacy policies please visit [www.snowbusiness.com](http://www.snowbusiness.com)

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