



Subject Access Request form

You can use this form to request information about yourself and access any personal data I hold about you. Details on where to return the completed form can be found at the end of this document.

The information you provide in this form will allow me to identify where the information that you have requested may be located. Please provide as much detail as possible when submitting your request. I may contact you for further clarification, if necessary.

When your records are ready I will contact you. I have to verify your identity before I can release any information. I may refuse your request if I am unable to confirm your identity.

If you are applying on behalf of someone else I will need their written consent and proof of ID, I may need to meet them, or see a copy of a Power of Attorney covering the records you are requesting.

SUBJECT DETAILS:	
Subject Name	
Subject Address	
Telephone Number	
Email address	
Identification provided (i.e. Passport, Driving Licence etc.)	
Subject's Relationship with John Piper IFA	
Your Name (if not Subject)	
Your relationship with Subject	

INFORMATION ABOUT YOUR REQUEST:

Describe the information/records you are requesting in as much detail as possible.

If you are seeking information that is currently held by John Piper IFA, please sign below to indicate that you are giving explicit consent for the subjects records to be accessed.

Signature _____ Date _____

Print Name _____ (if different from the Subject)

How would you like the information to be released to you? Please tick one.

Hard Copy (by registered post):

☐

Electronic copy – (by secure file transfer or email):

☐

Collect in person:

☐

Please return this form and any attached copies of ID either by email to office@johnpiperifa.co.uk or to the following address:

John Piper,
3 Mead Close,
Stoke-St-Michael,
Radstock,
Somerset,
BA3 5JB