

GDPR Subject Access Request Form

Are you a member or former member of staff? Yes/No

1. Details of the person requesting the information.

Full name

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Address

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Telephone number

Fax Number

Email

2. Are you the Data Subject?

Yes If you are the Data Subject, please supply evidence of your identity: i.e. a photocopy of your driving licence, birth certificate, passport OR a recent utilities bill (original not copy) MUST be supplied with this Request Form (Please go to question 5).

No Are you acting on behalf of the Data Subject? If so, the Data Subject MUST sign the declaration overleaf and evidence of the Data Subject's identity (i.e. photocopy of their driving license, birth certificate, passport, OR a recent utilities bill (original not copy)) MUST be supplied with this request form.

3. Details of the Data Subject (if different to 1.)

Full name

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Address

.....

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Telephone number

Fax Number

Email

4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.

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5. If you wish to see only certain specific document(s) or data, for example, a specific NI Water file, please describe below:

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- (1) Personal data processed if you have made an official complaint about e.g. standard of service, connections etc.
- (2) If phone conversation search wanted please specify date(s) time(s), customer reference and phone No. (Please note - recordings only kept for one year).

Declaration

I,, certify that the information given on this application form to Northern Ireland Water Ltd is true. I understand that it is necessary for NI Water to confirm my/Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information.

Signed (by Data Subject)

Date

Please return the completed form to Information Management Unit, IT Suite, Westland House, 40 Old Westland Road, Belfast, BT14 6TE

Documents which must accompany this application are:

- a) evidence of your identity (See 2.)
- b) evidence of the Data Subject's identity (if different from above)
- c) evidence of Data Subject's consent to disclose to a third party (if required as indicated above).
- d) stamped addressed envelope for return of proof of identity/authority documents, where appropriate

Please note that NI Water reserves the right to redact or suppress information that relates to other third parties.

Office use only

Request received:

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Date completed:

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Notes

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Notes

The General Data Protection Regulation provides living individuals (referred to in this form as Data Subjects) with the right of access to personal data relating to them that is held in electronic and/or manual records forming part of a “relevant filing system”.

Any individual, or third party acting with the written consent of the Data Subject, who wishes to obtain the personal data NI Water holds about them should apply using this form.

These notes explain the personal data NI Water holds and what is needed from you to help find this. NI Water needs to be assured of an individual's identity before data is released. Providing the information requested below and the necessary documents will help do this

Telephone calls are recorded, but recordings are only held for one year. NI Water will only be able to find the recording if you provide the date and time of the call, your telephone number, who you spoke to or any reference number that given to you.

This form is used to confirm your identity and to assist NI Water in locating your personal data.

This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

Your request will be processed within one calendar month of receipt.