1 Data Subject Access Request

We are providing this template to assist you in your request for all the information held about you within the National Hunter database, owned and managed by Experian. The form also ensures that we have the right information to process your request accurately and in a timely manner.

See Section 4 for information about how we use your information.

2 Your Details

Please complete the following sections in BLOCK CAPITALS. Any additional information can be provided on a separate piece of paper or by attaching a document to your request.

Title				
Forename(s)				
Surname				
Surname - if known by another within the last six years				
Date of Birth (dd/mm/yyyy)				
Current Address				
Post Code				
Time at Address	Date From:		Date To:	
Previous Address (within the last six years)				
Post Code				
Time at Address	Date From:		Date To:	
Any additional addresses can be supplied on a separate piece of paper or by attaching them in a document to your request – please ensure you include your time at each additional address provided.				
Telephone Numbers (within last six years)				
Contact Email Address (please print clearly)				
Previous or associated email addresses in the last 6 years (please print clearly)				
Any additional phone numbers or email addresses can be supplied on a separate piece of paper or by attaching them in a document to your request.				

3 Proof of Identity

We require two proofs of identity to process your request, one from each of the lists below, to verify your identity and to protect against fraud. Photocopies are acceptable; however, we reserve the right to request the original documentation.

List 1	Please confirm with a 'Y' which document provided.
Current UK / EEA passport	
UK photocard driving license (full or provisional)	
Firearms license / shotgun certificate	
National identity card (non-UK nationals)	
Identity Card issued by the Electoral office for Northern Ireland	
Current non-UK / EEA passport with a valid endorsement evidencing leave to reside in the UK	
UK Birth Certificate	
UK Residence Card	

List 2	Please confirm with a 'Y' which document provided.
Full UK paper driving license (pre-photocard version)	
State Benefits Entitlement document *	
State Pension Entitlement document *	
DWP Universal Credit Entitlement document *	
Local Authority Benefit document *	
State / Local Authority Educational Grant Document	
HMRC Tax Notification document	
Disabled Drivers Pass	
Financial Statement issued by bank, building society or credit card company *	
Judiciary document such as Notice of Hearing, Summons or Court Order *	
Utility bill for the supply of gas, electric, water or telephone landline *	
Most recent mortgage statement	
Most recent Council Tax bill / demand or statement	
Current Council rent card	
Current Council tenancy agreement	
Building Society Passbook which shows a transaction in the last 3 months and your address	

*** These documents must be less than 3 months old, and must confirm your current address**

4 How we use your information

As part of processing your Subject Access Request, we need to verify your identity to ensure that personal information is only disclosed to the correct individual. To do this, we will assess the information you provide and compare it with information we already hold and, in some cases, use automated processes to support identity verification. Automated verification processes help us process requests efficiently and consistently.

Identity verification is an important security measure designed to protect your personal data from unauthorised access and to help prevent fraud. This may involve checking the details provided in your request against information held by Experian and, where appropriate, other reliable sources. In some circumstances, we may ask you to provide additional information or documentation to help confirm your identity.

As part of this process, an identity verification check will be recorded on your Experian credit report as a soft search footprint labelled **"Identity Check"**. This footprint is visible only to you and Experian and is not shared with lenders or other organisations when they assess applications for credit. Soft search footprints do not affect your credit score or creditworthiness.

The information, including any personal data, that you provide to us will only be used to process your Subject Access Request and to verify your identity. If we are unable to confirm your identity using the information you have supplied, we will contact you to request additional information. We will be unable to respond to your Subject Access Request until we have been able to verify your identity satisfactorily.

We will keep the information you have provided securely for no longer than 50 days after we have responded to your Subject Access Request. This allows us to respond to any follow-up queries you may have about your request. After this period, we will securely delete the information from our systems, unless we are required to retain it for legal, regulatory or audit purposes.

We may charge a reasonable fee or refuse to act on a Subject Access Request where it is manifestly unfounded, excessive or repetitive, as permitted by applicable data protection law. If this applies to your request, we will explain our decision and provide you with information about the options available to you before proceeding.

5 Declaration

By signing this document, you confirm that:

- You are the named person on this form
- You have enclosed all necessary documentation
- You agree to the processing of your personal data by Experian
- You agree to receive your personal data to the email address supplied in section 2 **'Your Details'**

Signature …… Date ……

6 What happens next

Responses will be issued to the email address given above within one month of receipt. Emails will be sent with attachments in PDF format, protected by email encryption. Experian will combine all matching records into one PDF document.

Our response will be issued from a generic mailbox – please ensure that you check any spam or junk folders for delivery of our response.



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