



**OP35**

## **SUBJECT ACCESS APPLICATION**

### Your rights

You have a right to be told whether information is held about you and a right to a copy of that information within one calendar month of receipt of request (certain exemptions may apply). Please note you are not entitled to third party information through a subject access request.

### Completion of Subject Access Application Form

The attached Subject Access Application Form must be completed in the first instance, in order to assist NECA in processing your request for information.

Section 1 asks you to give information about yourself, which will help NECA to confirm your identity. Section 2 asks you to provide details of what information you are requesting, you must also sign Section 3.

If you wish for the requested response to be sent to your legal representative/other agent directly, please also complete Section 4 of this form.

Your application must be accompanied by official documents, which provide proof of your name, address and date of birth.

### Returning this form

You should bring this completed Form, together with your COPY identity documents (two required chosen from drivers licence, passport, medical card, birth certificate, marriage certificate, utility bill, letter of authority), by hand to the location agreed with the relevant NECA Manager.

### Further information

If you have any queries or require further information please contact NECA Headquarters on 0191 4146446 and ask to speak with NECA's Quality Assurance Manager.



## **SUBJECT ACCESS APPLICATION FORM**

### **Section 1 – About Yourself**

Title	
Surname	
First name	
Maiden/former names	
Date of birth	
Place of birth	Town: _____ County: _____
Current home address (The identification provided MUST relate to this address).	
Postcode	
Telephone number	
Email address	

### **Section 2 – Information requested**

Details of information requested	
----------------------------------	--

### **Section 3 – Declaration (to be signed by the applicant)**

<p>The information which I have supplied in this application is true and correct and I am the person to whom it relates:</p> <p>Signed (print name): _____</p> <p>Signature: _____ Date: _____</p> <p>Included with form:</p> <p>Identity documents (please state)</p> <p><i>Please do not send original documents</i></p>
--



**Section 4 – Details of solicitor/other agent & signed consent (to be completed ONLY if you wish for the response to be sent to a solicitor or other agent)**

**Solicitors/other agents details:**

Company Name	
Contact Name	
Reference	
Address	
Post code	
Telephone number	
Email address	

**Form of Authority – release of information to Solicitor/Other Agent:**

I (print name): \_\_\_\_\_

...Do consent to the information requested in my Subject Access Application Form being released to:

Solicitors/Agents Company name: \_\_\_\_\_

Solicitor Contact name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**For office use only – to be completed by NECA**

Application checked (please underline)	Yes	No
Details of identity documents supplied (two required from list opposite). Please underline.	Drivers licence	
	Passport	
	Medical card	
	Birth certificate	
	Marriage certificate	
	Utility bill	
	Letter of authority (if applicable)	
	Other (please state)	
Satisfied to identity. Please underline	Yes	No
Reason for rejection (if applicable)		

NECA Manager completing	
Name (print)	
Signature	
Date	