



SUBJECT ACCESS REQUEST FORM

Your subject access rights

You have the right to request a copy of any personal information which Edenred (UK Group) Ltd. holds about you. We are required to provide you with this information within one calendar month from the receipt of your request.

Please complete the following form and carefully follow the instructions provided.

Under the General Data Protection Legislation, Edenred (UK Group) Ltd. may not be obliged to provide certain information if, that information identifies other individuals or otherwise involves another person or persons.

Third party applications

If you are making an application on behalf of another person please ensure the following:

- You correctly complete this form
- You enclose an original signed letter from the data subject authorising the request
- The data subject provides identification documents

Proof of identity

Edenred (UK Group) Ltd. requires two forms of identification, one of which must be provided from options group A and one from options group B, below.

- A. Photo identification – a colour photocopy of your driver's license OR passport. The photocopy must show both your photo and signature (or photo and signature of the third party applicant).
- B. Utility bill or bank statement dated within the last six months (showing your current address or that of the thirds party applicant).

Instructions

Return this completed form by post containing your information on pages 2 and 3 along with proof of identity to:

Data Protection Officer
Edenred (UK Group) Ltd.
50 Vauxhall Bridge Road
London
SW1V 2RS

If you require assistance with this application please email dpo.uk@edenred.com



SECTION 1 - YOUR DETAILS			
Surname			
First name(s)			
Maiden name			
Title		Gender	
Place of birth		Date of birth	
Residential address (include postcode - cannot be a PO Box) Must be your current address			
Alternative delivery address (Complete only if information is to be delivered to a different address to the one above – may be a PO box)			
Telephone contact (optional)			
Email address (optional)			

SECTION 2 - PROOF OF IDENTITY
Two forms of identification providing sufficient evidence of your name, date of birth, current address and signature must be provided in order to process this application failure to provide this information will result in your application being denied. Please refer to 'Poof of identity, above

SECTION 3 - PERSONAL DATA BEING REQUESTED	
Please describe here in as much detail as possible the information being requested and the format in which you would like this to be delivered.	



SECTION 4 - DECLARATION

- I have read and understood the guidance provided in this application
- The information which I have supplied in this application, is correct, and I am the person to whom it relates
- I have enclosed a signed letter of authority or power of attorney (if applicable)
- An original signed letter of authority permitting us to speak with someone on your behalf (if required)

Signature:		Date:	
Name (BLOCK CAPITALS)			
WARNING: It is an offence to impersonate or attempt to impersonate another person			

APPLICANT CHECKLIST

Completed the application form in sections 1 to 4 above	
Enclosed two forms of ID requested in 'proof of identification' on page 1	
Authorisation letters (if applicable)	
Signed and dated the application	



TO BE COMPLETED BY THE EDENRED DATA PROTECTION OFFICER			
Application legible?	YES / NO	ID checked?	YES / NO
Request made on behalf of the data subject by the data controller? (if "Yes" the data subject verification check is not required)	YES / NO	Data Controller Representative (Enter the name of the person making the request on behalf of the data controller)	
Identification documents provided	Bank Statement Utility Bill	Driver's License Passport	
Signature		Date	
Print name (BLOCK)			
TO BE COMPLETED BY THE EDENRED DATA PROTECTION OFFICER			
Data requested checked?	YES / NO		
Identity documents returned	YES / NO / N/A		
Signature		Date	
Print name (BLOCK)			