

SUBJECT ACCESS REQUEST (SAR) FORM

The Data Protection Act 1998 provides you ("the Data Subject") with the right to receive a copy of the personal data we hold about you.

This form is used to confirm your identity and to assist us in locating your personal data. You will also need to make a payment of £10 with your application. Cheques or postal orders must be made payable to "Tesco Bank".

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

We will comply with a SAR promptly and, in any case, within 40 days of receipt of the request and any additional information required. The 40 days period commences on the day on which we have both the required fee and the necessary information to confirm the Data Subject's identity and to locate the personal data. Where the Data Subject has a Tesco Bank product and they provide a signature by signing the declaration at the end of this form, it is likely that we will be able to verify their identity from our records. In some cases we may need to call the Data Subject to ask further questions to verify their identity or ask them to provide evidence of their identity.

Note that this form relates to information held by Tesco Bank. If you would like to request information held by other Tesco companies, third party insurance companies or by credit reference agencies or fraud prevention agencies, you will need to contact them directly. We can give you their contact details if you write to us at the address at the end of this form. Please contact us on 0345 071 6152 if you have any questions.

Section 1: Data Subject's Details

Title: Mr/Mrs/Miss/Ms/Other

Full name:

Previous name (if relevant):

Date of birth (if under 16):

Address:

Previous address (if at the above address for less than two years):

Telephone number (if we need to contact you about your request):

Joint Data Subject's details (use this section where 2 Data Subjects wish to make one request for data jointly held about them, for example, joint accounts)

Title: Mr/Mrs/Miss/Ms/Other

Full name:

Previous name (if relevant):

Date of birth (if under 16):

Address:

Previous address (if at the above address for less than two years):

[Now go on to Section 2](#)

Section 2: Requester's Details

Are you the Data Subject? Yes No

If you answered "Yes", go straight to Section 3. Otherwise, please provide the following information:

Full name:

Company:

Address:

Telephone number:

Email:

If you are NOT the Data Subject, you must supply documentary evidence to confirm the Data Subject's authority which supports this request e.g. the Data Subject's written authority or ask the Data Subject to sign the Declaration under "Data Subject's authority".

[Now go on to Section 3](#)

Section 3: Requested Information

Please provide a description of the information you are requesting and the range of dates that you would like us to search our records

Our search for information relating to the Data Subject will be based on the information provided below. Please tick the boxes next to the business area(s) that you would like us to search.

Banking products
Account Number(s): _____

Insurance products
Policy number(s): _____

Mortgage products
Reference number(s): _____

Marketing information
Clubcard number(s) / email address(es): _____

Personnel
Employee no: _____

Office worked at: _____

Employment dates (if known): _____

National Insurance no: _____

Any other business area(s) not listed above? _____

[Now go to the declaration](#)

Declaration

Please provide me with a copy of the personal data about the Data Subject which you process for the business area(s) I have indicated overleaf. I confirm this is all of the personal data I am requesting access to. I also confirm that I am either the Data Subject or am acting on their behalf.

Signed:

Print name:

Company (if relevant):

Date:

Joint Requests

Print name 1:

Print name of second requester:

Company (if relevant):

Date:

We confirm that we are making this request jointly and we agree that the requested information may be disclosed to both or either of us.

Signed:

Signed:

Data Subject's Authority (use this section to demonstrate the Data Subject has consented to the disclosure of information to the requester)

I confirm that I, the Data Subject, agree that the requested information may be disclosed to the Requester referred to in section 2.

Signed:

Please make sure you have:

- Completed this form
- Signed the declaration above
- Enclosed the correct fee £10 (Cheque/Postal order payable to "Tesco Bank")
- Enclosed the relevant form of authority if applicable (see section 2)

Send the completed form and enclosures to:

Data Protection Officer
Tesco Bank
Broadway One
199 Renfield Street
Glasgow
G2 3AX