



**SUBJECT ACCESS REQUEST FORM**

This document is suggested wording for making a Subject Access Request with CPA however you can provide us with your own wording. Please keep in mind that if you do so we will still need some standard information in order to process your request effectively.

We are obliged to respond to your request within one month of receipt. **Please note that this period commences once:**

- a) **We are satisfied about your identity and**
- b) **You have provided enough detail for us to locate the information you are seeking.**

Please complete the following sections providing as much information as possible to help us deal with your request.

**1.** Provide details of the person about whom The Credit Protection Association PLC is holding data (the Data Subject)

Full Name (Print) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

If less than 3 years at your present address

Previous Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_



**2.** Are you requesting information about yourself (person referred to in question 1)?  
If **YES**, then go to question 3. If **NO** please complete **your** details as below:

Your Full Name \_\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship with data subject and brief explanation as to why you are requesting this information rather than the data subject:

\_\_\_\_\_

\_\_\_\_\_

*\*\*If you are acting on behalf of the data subject you will need to enclose their written authority including a signature or other legal documentation (e.g. power of attorney) to confirm this request. You also need to enclose evidence of your identity and that of the data subject (see section 4 for details of acceptable identity)\*\**

**3.** Please provide a clear description of the information that you are requesting, including details of which Department (if known) it might be held by, dates i.e. the period(s) for which you are requesting the information, any reference numbers given to you like payroll, Member number or Debtor number or Claim Reference and any additional information which will enable us to locate it.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



4. Please provide **two** pieces of evidence of your identity (one containing a photo). Acceptable types of documents used to verify your identity are detailed below.

Driving Licence	Passport	National ID Card	Medical Card	Utility Bill
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You may wish to send your documents special/recorded delivery. Your proof of identity will be returned to you securely after verification.

5. All information in respect to your request will be sent to you via recorded delivery or secure email unless alternative arrangements are made. We may require further evidence of your identity if you collect your information from our head office.

**Declaration**

To be completed by all applicants. Please note that any attempt to mislead Credit Protection Association PLC may lead to prosecution.

I (insert name) \_\_\_\_\_  
\_\_\_\_\_

hereby certify that the information given on this application form and any attachments therein to The Credit Protection Association PLC is accurate and true.

I understand that it is necessary for Credit Protection Association PLC to confirm my identity and it may be necessary to obtain more information in order to locate the correct information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Address to Submit the Form**

The form and accompanying documents should either be posted or hand delivered to:

Data Privacy Manager  
The Credit Protection Association PLC  
CPA House  
350 King Street  
London W6 0RX

Our email address is [dpm@cpa.co.uk](mailto:dpm@cpa.co.uk)

**How we will send you the information you have requested**

We want you to receive the information you have requested in the most convenient way for you, however we are obliged (GDPR (EU) 2016/679) to provide the information in the most secure way possible.

We believe the most secure way to provide your information is either:

- For you to collect the documentation in person from our offices (paper form only).
- For us to email you the information securely using our secure Sharefile system which would allow you to electronically access the information requested.

We can post your information to you but there are risks associated with this method, e.g. Royal Mail may lose your information, deliver it to the wrong address, etc. We will use recorded delivery for traceability.

Please confirm you are happy to receive your information by our secure Sharefile system by ticking the box and confirming the email address that your information should be sent to:

EMAIL ADDRESS	
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Alternatively, if you prefer any of the other methods below please indicate which by ticking ONE of the boxes below:

Collection in person	<input type="checkbox"/>	Paper form only
Post - Special Delivery	<input type="checkbox"/>	

**Other Information**

There is no charge for submitting a subject access request.

Your Reference Number could be your Member Number, Debtor Reference or Claim Reference.