

## SUBJECT ACCESS REQUEST FORM

### Your subject access rights

You have the right to request and be provided with any information which Edenred (UK Group) Ltd. holds about you and the right to request a printed copy of that information within 40 days. Please allow additional time for postage.

If you wish to request a printed copy of your information there is an administration fee of £10. Please complete the following form and carefully follow the instructions provided.

Under the Data Protection Act, 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 third party applicant).

### Instructions

The completed form, on Page 2 and Page 3, a cheque payable to Edenred (UK Group) Ltd. in respect of the administration fee, and proof of identity must be returned by post to:

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

For any assistance with this application please email [dataprotectionofficer@edenred.uk.com](mailto:dataprotectionofficer@edenred.uk.com)

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

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	



### SECTION 4 - PAYMENT

Your subject access request application will cost £10. We accept cheques, British Postal Orders & international bankers drafts made payable to Edenred (UK Group) Ltd.

Please write your name and address in BLOCK CAPITALS on the back of the payment.

We do not recommend sending cash by post.

### SECTION 5 - 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)

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

### APPLICANT CHECKLIST

Completed the application form in sections 1 to 5 above	
Enclosed a fee of £10 made payable to Edenred (UK Group) Ltd.	
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			
<b>Application legible?</b>	YES / NO	<b>ID checked?</b>	YES / NO
<b>Identification documents provided</b>	Bank Statement Utility Bill	Driver's License Passport	
<b>Fee paid</b>	YES / NO	<b>Method</b>	Cash / Cheque / PO / Draft
<b>Signature</b>		<b>Date</b>	
<b>Print name (BLOCK)</b>			
TO BE COMPLETED BY THE HEAD OF INFRASTRUCTURE & INFORMATION SECURITY			
Data requested checked?	YES / NO		
Identity documents returned	YES / NO		
<b>Signature</b>		<b>Date</b>	
<b>Print name (BLOCK)</b>			