

DATA PROTECTION ACT 1998 SUBJECT ACCESS APPLICATION



PLEASE USE BLOCK CAPITALS

1. Details of Data Subject

Name

Address

Telephone

I am a customer of Severn Trent Water and my customer account number is:*

I am an employee of Severn Trent and my employee number is:*

I am neither a customer or employee and my relationship to Severn Trent is:*

**Delete as appropriate*

2. Details of Representative

Please complete this section if you are NOT the data subject detailed in section 1, but are authorised to act on their behalf.

Please attach evidence of your authority to act on behalf of the data subject and evidence of their consent to your receipt of their personal data (e.g. letter of consent signed by the data subject, power of attorney, evidence of parental responsibility).

Name

Address

Telephone

3. The information I seek is as follows:

4. I understand that it may be necessary for Severn Trent Water to obtain more detailed information in order to be satisfied as to my identity and that the 40 day period in which Severn Trent Water must, under the Data Protection Act 1998, respond will not commence until they are satisfied.
5. I declare that the information given is correct and that I am entitled to apply for access to the personal data detailed in this form under the Data Protection Act 1998.

Signed

Date

Please return this form to:

SAR Officer
Customer Care, Floor 5N
Severn Trent Centre
2 St John's Street
Coventry
CV1 2LZ