

Current / former employee data subject access request form

Under current Data Protection legislation, applicants, current and former employees, contractors and agency workers, can ask to see personal information that we hold about you. We've designed this form to make the process as easy as possible. You can also use this form to request personal information about someone else, provided you have their written permission (see section 5).

You don't have to use this form to make the request, but you need to give us the same details. We may also contact you if we need further proof of identity for you or anyone else named on the form.

If you are also a NS&I customer, please use the customer data subject access request form available from:

<https://www.nsandi.com/files/asset/pdf/data-subject-access-request-form.pdf>

Please write in BLOCK CAPITALS

1 Who are you making this data subject access request for?

Please also provide proof of your current address, e.g. a utility bill dated within the last three months. We will also require documentation which shows your National Insurance number as well as another document which shows your date of birth, e.g. your birth certificate, passport or driving licence.

Full name: _____

Address: _____

Tel no: _____ Date of birth: _____

National Insurance number: _____

Email Address: _____

2 Please give us any other home address(es) held while working for NS&I

In order for us to locate all of your records, please provide any old addresses you may have used to deal with us in the past to help us to ensure our response is complete. Please continue on a separate sheet if you need to.

Previous address(es) _____

3 Which type(s) of personal information are you asking to see?

Please tick the following boxes as appropriate:

☐ Attendance records

☐ General pay and employment records, (please be specific)

☐ Correspondence (please be specific)

☐ Pension records

☐ Other (please specify): _____

4 If you are not the person named at section 1, please provide your details

Full name: _____

Address: _____

Tel no: _____ Email Address: _____

5 What is your relationship with the person in section 1?

Please provide full details and include this person's written authority for you to make the request, e.g. a Power of Attorney, on their behalf (either the original document or a certified copy*)

Relationship: _____

Address documentation should be sent to if applied for on behalf of another person _____

* Certified copy' means a copy of a document that has been certified by a professional person (not retired) such as a banker, authorised financial intermediary, mortgage broker regulated by the local financial services regulator, teacher, doctor, solicitor, minister of religion or civil servant. The person signing the copy must give their full name, address and occupation. A copy of a certified copy is invalid and must be re-certified.

6 Declaration

I (print name) _____ certify that the information given on this form is true.

I understand that I may not be entitled to information that reveals details concerning another person, either directly or indirectly. I also understand that NS&I may need to ask for more information about me or the person in section 3 in order to confirm my/their identity and respond to this request, e.g. photographic evidence, a passport or driving licence and proof of address, a utility bill dated within the last three months.

Signed _____ Date _____

What next?

Check that you have answered all relevant sections, signed the form, and, if applicable, included:

- Relevant document as required by section 1
- Written authority from the person named in section 1 (if you are asking on behalf of that person)
- Relevant certified documents as required by section 5

Please send your application to: Head of HR, NS&I, Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT.

We'll aim to reply within one month of receiving all the necessary information from you. If we need longer to respond, we will let you know within one month.

Any questions?

Please e-mail hr@nsandi.com with your query.

For NS&I use only:

ID verified ☐

DSAR reference:

Version 1, effective from 01 November 2022