

Financial adviser data subject access request form

Under current data protection legislation, you can ask to see personal information that we hold about you. We've designed this form to make the process as easy as possible.

This form is for use by financial advisers, financial planners, paraplanners or other support staff in a financial advice firm.

You don't have to use this form to make the request, but you'd need to give us the same details.

We don't normally charge for this service, but if we need to we'll contact you first. We may also contact you if we need further proof of identity for you or anyone else named on the form.

If you are a NS&I customer, or acting on behalf of a NS&I customer, please use the customer data subject access request form available from <https://www.nsandi.com/data-request>

Please write in BLOCK CAPITALS

1. Your details

Please provide the details you have registered with us

Full name

Company name

Home address

Business address

Tel no

2. Please give us your previous address(es) since you started dealing with NS&I

To allow us to locate all of your records, please provide any old addresses you may have used to deal with us in the past. This will help us to ensure our response is complete. (Continue on a separate sheet if you need to.)

Previous address(es)

3. Which type(s) of personal information are you asking to see? (tick only those that you require)

- Information that we hold on our financial adviser database and other administrative systems
- Copies of correspondence (post and/or email)
- Recordings of telephone calls (we will need the phone number(s) from which calls were made or received, the specific NS&I helpline number that was called (ie main NS&I helpline or Adviser Helpline), and the approximate dates and times). Please note not all calls are recorded.

Tel no(s) _____

- Specific time/date: _____
- One month prior to the date of your request
- 6 months prior to the date of your request
- In the past year
- All telephone calls

4. 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 in order to confirm my/their identity and respond to my request.

Signed _____

Date _____

What next?

Check that you have completed all relevant sections and that you have signed the form.

Send your application to: **Financial Adviser Data Protection Officer, 16-20 Sanctuary Buildings, Great Smith Street, London, SW1P 3BT**

We'll aim to reply within one month of receiving all the necessary information from you.

Any questions?

Call us free on **0800 092 1228** and our dedicated Adviser Helpline staff we'll be happy to help. You can call us any time.

We're here in the UK all day, every day. Calls from the UK are free. We may record your call to help us give you the best service.

For NS&I use only

ID verified

DSAR ref

Date

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