

SUBJECT ACCESS REQUEST FORM
 Submitted under the terms of the DATA PROTECTION ACT 1998
 PLEASE READ THE NOTES AND COMPLETE THE FORM USING BLOCK CAPITALS

The Data Protection Act 1998 allows you to get a copy of the information that is held about you. These rights are known as subject access requests (SAR). You will need to pay a £10 fee by cheque or postal order made payable to the British Broadcasting Corporation.

Before completing the form below please read the 'Guide to making a Subject Access Request' located at the end of this document.

1. DATA SUBJECT DETAILS

Title:	
Full name:	
Current Address:	
Postcode:	
Telephone:	
TV Licence Number:	
Any other reference number:	
Relationship to TV Licensing (e.g. licence fee payer, enquirer, subject of prosecution):	

2. FEE

Please enclose your payment of £10 (non-refundable). A cheque or postal order should be crossed and made payable to the British Broadcasting Corporation. Please note: do not send cash.

For Office use only: Received: £ Cashed by: Date:

3. PROOF OF IDENTITY

Please provide proof of identity - a copy of passport or photocard driving licence and a copy of bank statement or utility bill dated within the last 3 months. This is to ensure that we are only passing personal data on to the subject of that data and not to third parties. You may wish to send this information via recorded delivery for security reasons.

For Office use only: Received: Yes / No Date:

4. DATA REQUIRED

Please provide a description of the information required. Please be as specific as possible and include any information you have of the types listed below, or any other information which might help us to locate your personal data. (Please note that there is a separate section below for telephone conversations)

- § Individuals, teams or departments who may hold the data
- § Timeframe or dates when the data was created
- § The dates you resided at any addresses included in your request
- § Names or types of documents

Note: We may need to contact you again if we need further information in order to locate your personal data.

5. TELEPHONE CALLS

Only complete this section if you require a recording of a telephone call(s):

Date of telephone call(s):		Time of call(s):	
Your phone no. at time of call(s):			

6. DECLARATION

If it is your own personal information that you are requesting, please read and sign Declaration A. If you are acting as an agent for someone else and are requesting details of their personal information, please read and sign Declaration B and enclose documentary evidence of your authorisation to act on their behalf.

DECLARATION A – REQUESTING YOUR OWN INFORMATION

I hereby exercise my right under the Data Protection Act 1998 to be informed of the personal information that TV Licensing holds about me. I declare that the information I have provided in this application is, to the best of my knowledge and belief, true and accurately describes ALL of the personal information to which I am requesting access under this application.

Signature: <input style="width: 150px; height: 20px;" type="text"/>	Date: <input style="width: 150px; height: 20px;" type="text"/>
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DECLARATION B – ACTING FOR SOMEONE ELSE AND REQUESTING THEIR INFORMATION

I declare that the information that has been provided in this application is, to the best of my knowledge and belief, true and accurately describes ALL of the personal information to which my client requests access under this application.

I enclose:

1. Proof of identity in accordance with box 3 above; and
2. Documentary evidence of my authorisation to act for the person named above in this matter.

Agent's full name:			
Agent's address:			
Agent's signature:		Date:	

APPLICANT CHECKLIST - BEFORE RETURNING YOUR FORM PLEASE CHECK:	
Enclosed correct fee of £10 payable to the British Broadcasting Corporation	○
Enclosed proof of identity: i.e. a copy of passport or photocard driving licence; <u>and</u> a copy of bank statement or utility bill dated within the last 3 months	○
Given us enough details to locate the information you have requested	○
Signed and dated the form	○
<p>Please return the completed form with your proof of identity and £10 fee to:</p> <p>BBC TV Licensing Management Team Room 4436 BBC White City 201 Wood Lane London W12 7TS</p>	



Guide to making a Subject Access Request

1. Introduction

These notes are intended only as a guide to completing the TV Licensing Subject Access Request form, not as a guide to the Act itself. Data protection law is set out in the Data Protection Act 1998. Further information and advice is also available from the website of the data protection regulator - the Information Commissioner.

"TV Licensing" is a trading name used by companies contracted by the BBC to administer the collection of television licence fees and enforcement of the television licensing system. The majority of the administration of TV Licensing is contracted to Capita Business Services Ltd (which undertakes the majority of the administration of the TV Licensing system), with the administration of our cash related payment schemes contracted to iQor UK Limited. PayPoint Network Ltd and PayPoint Collections Ltd are contracted to provide over-the-counter services. Marketing and printing services are contracted to Proximity London Ltd as are public relations and advertising services. The latter are subcontracted by Proximity to Fishburn Hedges Boys Williams Ltd, Abbott Mead Vickers BBDO Ltd and PHD Media Ltd. The BBC is a public authority in respect of its television licensing functions and retains overall responsibility.

2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether TV Licensing, as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

3. TV Licensing's Rights

Where an exemption is available under the Act, TV Licensing may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to either personal information about someone else or law enforcement.

4. Payment

A fee of £10 is payable for each subject access request that you submit. Please send a cheque, postal order or international bankers' draft (in Pounds sterling only). We do not accept credit cards, debit cards, cash, or any other currency. Cheques etc. should be made payable to the British Broadcasting Corporation. Applications that do not include the correct fee in an acceptable form will not be processed. Similarly, cheque payments that fail to clear will also result in the application not being processed. We will contact you in these situations.

5. Processing by TV Licensing

Applications will be processed promptly, but in any event a response will be made within 40 calendar days, as permitted under the Act, from the date that we accept the properly completed application form along with your proof of identity and fee. Application forms will not be accepted or processed unless the application form is completed correctly with all requested information being supplied, proof of identity provided and the correct fee paid. Please note that information will be provided, wherever possible, in hardcopy format.

6. Describing the information sought

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known. Guidance from the Office of the Information Commissioner states; *"Data subjects frequently make open ended requests for access ("Give me a copy all the data you hold on me"). However the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request ... unless he is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases an open ended request will not satisfy this provision"*.