

Subject Access Request to JODA Freight Ltd

Notes

1. The fee for a Subject Access Request is £10. We will process your request within 40 work days from the date of receipt of your request. We accept cheques made out to JODA Freight Ltd.
2. The documents that you receive may have data blacked-out or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible.
3. We will not disclose information by email or telephone. Disclosure by post is usually made by second class post to the address you provide in section 1.

Please complete all sections.

Section 1- Applicant Details

Title (please tick one)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> or (please state):
Forename(s)	
Family Name	
Date of Birth	
Current Address	
Postcode	
Daytime Telephone No	
Previous Address	
Postcode	

Section 2- Proof of the applicant's identity.

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

Please DO NOT send an original passport, driving licence or identity card

List A (photocopy of one from below)

List B (plus one original from below) *

Passport/Travel Document	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address less than three months old	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>		<input type="checkbox"/>

* Any original documents you send to us will be returned by second class post.

Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require:

Section 4 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that JODA Freight may need to obtain further information from me in order to comply with this request.

I enclose a cheque/postal order for £10 made payable to JODA Freight Ltd	
Signature of Applicant:	Date:

Please return to the Data Protection Advisor, JODA Freight, Riparian Way, Cross Hills, BD20 7BW.