



Subject Access Request Guidance

Owner: Information Security Team

Date: 28/01/2021

Version: 1.2

Distribution: All Users

Classification: Unclassified Public

1 Document Management

1.1 Document Owner

Information Security Team

1.2 Version Control

Version	Date	Change By	Description
1.0	20/04/2020	Information Manager	Initial Version
1.1	28/01/2021	Information Manager	Updated guidance
1.2	01/02/2021	Information Manager	Updated guidance

File	Subject Access Request Guidance	Distribution	All Users
Version	1.2	Classification	Unclassified Public
Owner	Information Security Team	Page	1 of 2

TMT First Limited Subject Access Request Guidance

2 Subject Access Request Guidance

1. Your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your name, address, signature, and date of birth (e.g., Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). It is advised that you send photocopies of original documents – TMT First Limited cannot be held accountable for original documents lost in the post. Photocopies must be certified by a Police Officer, Justice of the Peace, Solicitor, or person of similar standing.
2. Failure to supply any of the above items will delay the processing of your application.
3. The documents you supply as identification documents will be returned to your home address if they are posted to us.
4. If you are applying on behalf of someone else, you must also enclose a signed letter from that person authorising you to act on their behalf.
5. Forward the completed form with the required documentation to the address shown below or email them too.
6. Applications for information will be sent to you by TMT First Limited within 30 days of receipt of your application and satisfactory ID.
7. These notes are only a guide. The law is set out in the Data Protection Act obtainable from OPSI (Office of Public Sector Information).

If you require any further information or assistance, please contact:

Information Security Manager
TMT First
Holditch House
Holditch Road
Newcastle-under-Lyme
Staffordshire
ST5 9JQ

or by email to: Information.management@tmtfirst.co.uk

File	Subject Access Request Guidance	Distribution	All Users
Version	1.2	Classification	Unclassified Public
Owner	Information Security Team	Page	2 of 2