

Personal data request form

Please use this form to ask for a copy of the personal data Hastings Direct hold for you, as allowed under the General Data Protection Regulation (Article 15). You do not need to complete this form, however by completing this form you will help us identify the data you require which means we will be able to find and send this data to you much quicker than we would if you do not indicate what you require.

Your details	
Full name	
Previous names and variations of name (including nicknames)	
Are you a former employee of Hastings Direct?	Yes No
Address (inc. postcode)	
Telephone	
Email	
Are you asking for personal data about yourself?	
Yes	Please send us proof of your identity (such as a copy of a valid passport or photocard licence) and proof of your address (such as a copy of a recent bank statement or utility bill).
No	You will need either consent from the person whose information you would like to receive or the appropriate legal authority. Both must be in writing and sent to us alongside this form. Please also provide proof of theirs and your identity and address (as described above).
If you're asking for someone else's personal data, please provide their details below.	
Full name	
Previous names and variations of name (including nicknames)	
Address (inc. postcode)	
Date of birth	
Policy number	
Please describe in detail the personal data you're asking for and tell us any additional	

details that could help us deal with your request more quickly. For example, if you have a SmartMiles policy or if you have made a claim. You can continue on a separate sheet if needed.

Declaration

I certify the information given in this subject access form is true and accurate. I acknowledge it will be used solely for the purpose of processing my request and providing me with a response. I understand I may need to provide additional information for Hastings Direct to confirm my identity (or the person whose personal data I would like to receive) and/or locate relevant personal information. I understand the statutory response period of one month specified in the General Data Protection Regulation will not start until Hastings Direct is satisfied I have completed the above.

Signature:

Date:

Please send the completed copy to:

Data Protection Team

Email: dataprotection@hastingsdirect.com

Post: Hastings Insurance Services Limited, Conquest House, Collington Avenue, Bexhill-on-Sea TN39 3LW

Remember to include:

- Proof of your identity and address (or, if you're asking on behalf of someone else: proof of their identity and address and any relevant documents which give you the legal authority to make this request).
- A clear and concise description of the personal information you wish to receive.