

SUBJECT ACCESS REQUEST FORM

When to use this form –

- This form is only applicable to individuals making a request for their own information
- This does **not** include individuals acting on behalf of an organisation

Please complete your personal details in CAPITALS below				
Title (Mr/Mrs/Miss/Ms)	<input type="text"/>	First name and Surname	<input type="text"/>	
Current address and Postcode	<input type="text"/>			
Date of Birth	<input type="text"/>			
Daytime and Evening Tel. No. (We may contact you for further information)	<input type="text"/>			
Business Area (Please tick all that apply)	Charities Aid Foundation (CAF) <input type="checkbox"/>	Southampton Row Trust Ltd (CADF) <input type="checkbox"/>	CAF Financial Solutions Ltd (CFSL) <input type="checkbox"/>	
	CAF Bank Ltd <input type="checkbox"/>	CAF Investments <input type="checkbox"/>	CAF Global Trustees <input type="checkbox"/>	
	CAF Online Ltd <input type="checkbox"/>	Ven Investments Ltd <input type="checkbox"/>	Give As You Earn Ltd <input type="checkbox"/>	
CAF Company Secretarial Services Ltd	CAF Nominees Ltd <input type="checkbox"/>	CAF Director Services Ltd <input type="checkbox"/>	CAF UK Trustees Ltd <input type="checkbox"/>	
YOUR REQUEST - Please provide us with as much information as possible about the information you require – for example any organisations you have been connected or worked with and details of the products you hold (if necessary attach a separate sheet to this form)				
Comments:	<input type="text"/>			
To prevent any delays in processing your subject access request it is vital that before you return this form you ensure the following:				
<ul style="list-style-type: none">■ This document is fully completed and signed■ You have enclosed proof of your identity (where requested)				
Signature – Please sign here to certify that you are authorised to make this request				
Signature	<input type="text"/>	Date	<input type="text"/>	

Please return this form by post to:

Data Protection Officer, Charities Aid Foundation, 25 Kings Hill Avenue, West Malling, Kent ME19 4TA

Or by email to:

Data Protection Officer – dpo@cafonline.org

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Identification requirements

Copies of one of the following:

- a valid passport
- a valid full photocard driving licence

AND

One “primary” document showing proof of address:

- a driving licence (if a driving licence has been supplied as proof of ID another document from below must also be supplied)

Or any of the following:

- a bank/building society statement (issued within 3 months)
- a utility bill (document from any organisation providing services to the individuals home address eg. gas, electricity, water bills – issued within 3 months)
- a current council tax bill
- a mortgage or tenancy agreement from a letting agency or council (issued within 12 months)
- voters polling card (issued within 12 months)
- an extract from the official register of electors
- a valid state pensions or other government produced document showing benefit entitlements (issued within 12 months)

Please note care of addresses and bills received from credit card companies, store cards, phone and internet service providers are not considered acceptable.

For Office Use Only

Identified Yes No

Method of Identification
