

## DATA SUBJECT ACCESS REQUEST FORM

The Data Protection Act 2018 gives you the right to obtain a copy of the personal data that we hold about you.

Please complete this form to make a request for your data. This form can also be used if you are making a request on behalf of someone else.

Where you are an existing Tesco Bank customer, it is likely that we will be able to identify you from our records, however in some cases we may need to call you to ask further questions or to request that you provide further documents to help us identify you. When you are making a request on someone's behalf, we will need to confirm that you have the permission or authority to make the request on their behalf.

You are entitled to receive a copy of your information free of charge and within 30 days of us receiving your request. However if we need to request further information or documents from you (for example to help us identify you), the 30 days will only begin when we receive such further information or documents.

Note that this form is to help you make a request for information held by Barclays Bank UK, trading as Tesco Bank. If you would like to obtain information held by Tesco Personal Finance PLC (such as Tesco Insurance) or from third party insurance companies, credit reference agencies or fraud prevention agencies, you will need to contact them directly. We can give you their contact details if you write to us at the address at the end of this form. Please contact us on 0345 071 6152\* if you have any questions.

### Section 1: Your Details

(Please provide your details or, if you are making the request on behalf of someone else, the details of the person that you are making the request on behalf of)

Title: Mr/Mrs/Miss/Ms/Other

Full name:

Previous name (if relevant):

Date of birth:

Address:

Previous address (if at the above address for less than two years):

Telephone number (if we need to contact you about your request):

#### Joint account holder details (if applicable)

Title: Mr/Mrs/Miss/Ms/Other

Full name:

Previous name (if relevant):

Date of birth:

Address:

Previous address (if at the above address for less than two years):

To help us identify you and locate the information you are requesting, please state below which products / services you currently have or have had with Tesco Bank (if known):

**Banking products/**  
Account Number(s):

**Marketing information Clubcard number(s)/**  
Email address(es):

**Personnel**

Employee no:

Office worked at:

Employment dates (if known):

National Insurance no:

Any other business area(s) not listed above?

[Now go on to Section 2](#)

Please return to: The Data Protection Officer, Tesco Bank, PO Box 27009, Glasgow, G2 9EZ.

### Section 2: Requestor's Details

(Please only complete this section if you are making a request of behalf of someone else)

Full name:

Company:

Address:

Telephone number:

Email:

Please note that where you are making the request on behalf of someone else, you must either have the person whose data you are requesting sign this form (see section 4: Declaration) or otherwise provide documentary evidence to confirm you have their authority to act on their behalf.

[Now go on to Section 3](#)

### Section 3: The information you are requesting

Please provide a description of the information you are requesting and if applicable, the range of dates that you would like us to search our records against. If the data you are requesting relates to a specific account or product that you have had or currently have with us, please mention this below. Alternatively, you can ask us for a copy of all the information we hold about you (however this may take longer to gather).

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[Now go to the declaration](#)

**Note:** We will continue to hold a copy of your data in line with our privacy policies. For more information about how we handle personal data, go to our website [tescobank.com/help/privacy-and-cookies/](https://tescobank.com/help/privacy-and-cookies/) or contact us directly.

Please return to: The Data Protection Officer, Tesco Bank, PO Box 27009, Glasgow, G2 9EZ.

**Section 4: Declaration**

Please sign below to confirm your request:

Signed:

Print name:

Company (if relevant):

Date:

**Authority of individual whose data is being requested (please use this section if you are requesting the information on someone else's behalf)**

I agree that the requested information may be disclosed to the requester referred to in Section 2. Where information was held jointly we confirm that we are making this request jointly and we agree that the requested information may be disclosed in regards to both or either of us:

Signed:

Print:

Date:

**Joint account holder (if applicable)**

Signed:

Print:

Date:

Please make sure you have:

- Completed this form
- Signed the declaration above
- Enclosed the relevant form of authority if applicable (see section 2)

Send the completed form and enclosures to:

The Data Protection Officer  
Tesco Bank  
PO Box 27009  
Glasgow  
G2 9EZ

Please return to: The Data Protection Officer, Tesco Bank, PO Box 27009, Glasgow, G2 9EZ.

\* Calls charged at basic rate. The number provided may be included as part of any inclusive call minutes provided by your phone operator. Calls may be recorded for training and quality purposes and for our joint protection.