



## DATA SUBJECT ACCESS/ERASURE REQUEST FORM

### 1 Details of person making the request

Full name:

Address:

Tel. No.:

Mobile No.:

Email address:

### 2 Are you the data subject? (Is the information about you?)

**YES: Please go to question 5**

**NO:** Are you acting on behalf of the data subject with their written authority? If so, that authority must be sent to us. **(Please complete questions 3 and 4)**

Avantia House, 29 Thames Street, Kingston upon Thames, KT1 1PH.  
Email: [service@homeprotect.co.uk](mailto:service@homeprotect.co.uk) Website: [www.homeprotect.co.uk](http://www.homeprotect.co.uk)

HomeProtect is a registered trademark and trading style of Avantia Insurance Ltd which is authorised and regulated by the Financial Conduct Authority (Financial Services Register Number 304432)

**3 Details of the data subject (if different from 1)**

Full name

Address

Tel. No.

Mobile No

Email address:

**4 Please describe your relationship with the data subject that leads you to make this request on their behalf**

**5 Please describe the information you seek together with any other relevant information. This will help us to identify the information you require.**

**There is no fee for this service.**

**DECLARATION. To be completed by all applicants.**

I .....(name) certify that the information given on this application form to Avantia Insurance Limited is true. I understand that it is necessary for Avantia Insurance Limited to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data

Signature:

Date:

**Note.** Avantia Insurance Limited must respond to your request within a period of one month. This period will not begin until identity has been established and any relevant details received.

Please return the completed and signed form to Data Protection Department, Avantia Insurance, 29 Thames Street, Kingston-upon-Thames, Surrey KT1 1PH or send it via email to [service@homeprotect.co.uk](mailto:service@homeprotect.co.uk).

Documents which must accompany this application:

- authorisation from the data subject to act on their behalf (if applicable)

*Avantia Insurance Limited will process the personal information included on this form in accordance with applicable data protection legislation. The information will only be used to handle your request and will not be kept longer than is necessary*