

SUBJECT ACCESS REQUEST FORM FOR COMPLETION AND RETURN

YOUR DETAILS

| |
|-----------------|
| Name |
| Address |
| Postcode |
| Customer number |

INFORMATION REQUIRED

Call records

To assist in locating these calls please provide details of telephone numbers used below. If this is not provided we may not be able to locate all call records

Emails

To assist in locating these emails please provide details of email addresses used to communicate with us below. If this is not provided we may not be able to locate all relevant emails

Information held about you on our marketing database

Notes held on our customer relationship management system relating to you

Debt recovery correspondence

Print of your customer master file showing information such as your name and address

List of all sales orders assigned to your customer account

A copy of your customer account showing the order balance, and any payments made

Other information, please specify below

Please provide a copy of this form and proof of identity to: DPO@thomas-sanderson.co.uk or post to:
Data Protection Officer, Thomas Sanderson Limited, 7 Waterberry Drive, Waterlooville, Hampshire, PO7 7UW.