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| **Details of person requesting the information** | |
| **Full Name:** |  |
| **Address:** |  |
| **Tel No.:** |  |
| **Email Address:** |  |

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| **Are you the data subject? Is the information about you?** |
| **YES**: if the information is about you, go to Section 3. Please supply evidence of your identity as set out in Making a Subject Access Request. |
| **NO:** Are you acting on behalf of the data subject with their written authority? If so, go to Section 1. Please send written authority to us. |

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| **Section 1 - Details of the data subject [if different from Q1]** | |
| **Full Name:** |  |
| **Address:** |  |
| **Tel No.:** |  |
| **Email Address:** |  |

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| **Section 2 - Describe your relationship to the data subject** |
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| **Section 3 - Describe the information you want.**  **Please include relevant details that will help us to identify the information you require.** |
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| **DECLARATION: to be completed by all requestors** | |
| I, ................................................................, [name] certify that the information on this application form to Jaguar Daimler Heritage Trust is true. I understand that it is necessary for Jaguar Daimler Heritage Trust to confirm my/the data subject’s identity and it may be necessary to obtain more specific information in order to locate the correct personal data required. | |
| Signature: | Date: |
| **Jaguar Daimler Heritage Trust** must respond to your request within 1 month. This period will begin once we have established your identity and any relevant details have been received. | |

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| **Please return the completed form to:** |
| Privacy Officer  Jaguar Daimler Heritage Trust  Collections Centre  British Motor Museum  Banbury Road  Gaydon  Warwickshire  CV35 0BJ |
| Email: privacyofficer@jaguarheritage.com |

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| **Documents which must accompany this request:** |
| * Evidence of your identity |
| * Evidence of the data subject’s identity [ if different from above] |
| * Authorisation from the data subject to act on their behalf [ if applicable] |