

**DATA ACCESS REQUEST FORM**

<b>1. Details of the person requesting the information:</b>					
Full name					
Address					
Telephone		Fax		Email	
<b>2. Are you the Data Subject?</b>					
<p><b>YES:</b> If you are the data subject please supply 2x evidence of your identity i.e; driving licence birth certificate passport ( at least 1 with photograph) and if necessary a stamped addressed envelope for returning the documentation  <b>Please go to question 5.</b></p>			<p><b>NO:</b> are you acting on behalf of the data subject with their written authority? If so that authority must be enclosed.  <b>Please complete questions 3 and 4.</b></p>		
<b>3. Details of the Data Subject:</b>					
Full name					
Address					
Telephone		Fax		Email	
<b>4. Please describe your relationship with the Data Subject that leads you to make this request for information on their behalf.</b>					
<b>5. Please specify what information / documentation you wish to see:</b>					
<b>Declaration</b>					
I _____ certify that the information given on this application form is true.					
<b>I understand that it is necessary for V G Promotions Limited to confirm my / Data Subjects identity</b>					
<b>Signed</b>				<b>Date</b>	
<b>Please return the completed form to:</b>					
The Manager V G Promotions Limited 2nd Floor 145-157 St. John Street London EC1V 4PY					
<b>Documents which must accompany this application are:</b>					
<p>1. Evidence of your identity</p> <p>2. Evidence of the Data Subjects identity (if different from the above)</p> <p>3. Evidence of the Data Subjects consent to disclose to a third party</p> <p>4. A fee of £10 (cheques payable to V G Promotions Limited)</p> <p>5. A stamped addressed envelope for return of proof of identity documents</p>					
Please note that V G Promotions Limited reserves the right to obscure or suppress information that relates to other third parties (under the terms of section 7 of the Data Protection Act 1998)					
<b>Office Use Only</b>					
Request Received			Fee Received		
Notes					
Signed			Date Completed		