# Subject Access Request Form and Covering Letter

Under Data Protection legislation, subject to certain exemptions, individuals have the right to request access to the personal data being held about them by AWE PLC.

To assist us in dealing with your request for such information please complete this form.

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| **1) Please provide the following details about yourself:** |
| Full Name |
| Address |
| Post Code |
| Tel. No. | E-mail |
| **2) Are you requesting the information about yourself?**YES / NOIf **YES** you are the data subject and documentary evidence of your identity and address is required, e.g. a utility bill, showing your current address and photocopy of your driving license or birth certificate or passport confirming your identity. (Please go to 4 below).If **NO**, please supply the written consent of the data subject, together with documentary evidence of their identity as above, and supply their details as follows: |
| Full Name |
| Address |
| Tel. No. | E-mail |
| **3) Please explain why you are requesting this information on behalf of the data subject and why they can’t request it directly themselves:**  |
| **4) Please describe the information you seek together with any other relevant data / information to help us identify the information you require e.g. dates or key events or other key words that you are particularly interested in in relation to this SAR.** |
| **5) Signature****ALL APPLICANTS MUST COMPLETE THIS SECTION**[Please note that any attempt to mislead may result in prosecution]I confirm that the information given by me on this subject access request form to AWE PLC is true, and I understand that AWE PLC may need more information to confirm identities and to locate the information that I am requesting.Signature: Date: |
| **6) Please return the completed form to:**Data Protection Officer, F6.2 Room 8, AWE PLC, Aldermaston, Reading, RG7 4PR along with the following:1. Evidence of your identity
2. Evidence of the data subject’s identity, if different from (a)
3. Stamped address envelope for return of proof of identity and, where applicable, authority document

Whilst AWE PLC must respond to your request for information within 30 days, please note this time period does not begin to run until all of the above has been received. |