

# Subject Access Request Form



**This form is for any person who wishes to apply for access to personal data held by eMoneyHub Ltd. Please read the Guidance Notes below before completing this form.  
A separate form should be completed for each individual.**

NOTE: This is not a mandatory form – Subject Access requests made in other formats will also be accepted but this form is designed to speed up the process.

## Subject Access Request Guidance

### Please read before filling in the Subject Access Request Form

#### Completing this document.

**Sections 1, 2, 3, 4 and 5** should be completed for all applications.

**Sections 6, 7 and 8** should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

**Section 3:** If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration. Please contact us directly to discuss prior to sending this application.

This form is designed to support the process of making the subject access request. It may speed up the process but it is not mandatory. All subject access requests made in other formats will also be processed.

#### **What information will help with the subject access request?**

Identification of relevant records will be easier if you can provide any references issued by eMoneyHub Ltd relating to applications you may have made.

If you cannot provide us with satisfactory proof of identity, your application will be rejected and where applicable any fee already paid will **not** be returned.

#### **What information does eMoneyHub Ltd hold?**

eMoneyHub Ltd holds information relevant to the conduct of its functions which will include, but not be restricted to, personal information about applications you have made and any other action undertaken. If the data subject is a lender there will be transactional history and banking data held on file. Some data may have been reviewed and destroyed where appropriate in accordance with our information retention policies.

#### **How long will it take to get my data?**

Once we are satisfied that you meet the criteria for disclosure of data under the General Data Protection Regulations, and have provided sufficient supporting documentation we will contact you within 1 month of the date that we accept your application for processing.

In certain instances where the data required may be deemed excessive or requires longer than 1 month to collate we will make you aware, together with our expected timescales.

Records may be held in multiple locations in paper and electronic formats. If you only require specific information you should clearly state specifics of what is required as this may speed up our response to your request.

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## General Notes

1. We will not acknowledge your application in writing but we will provide you with a reference number when we write to you.
2. There is normally no fee for the provision of the information requested. Under the terms of GDPR, where a request is deemed to be excessive, unfounded or repetitive, a fee commensurate with the administration required to process your request may be charged.  
We accept cheques or postal orders made out to 'eMoneyHub Ltd'.
3. The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible.
4. We will not disclose information by fax or telephone. Disclosure is usually made by first class post to the address you provide in section 2 or, if appropriate, to your representative named in section 6.

**Please send your completed form, proof of identity to:**

Subject Access Requests  
eMoneyHub Ltd  
Block 1 G90 Alderley Park  
Congleton Road  
Nether Alderley  
Macclesfield  
Cheshire  
SK10 4TG

Tel: 01625 750034

Email: [support@justus.co](mailto:support@justus.co)

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## Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Title (please state):
Forename(s):					
Surname:					
Date of Birth (dd/mm/yyyy):	...../...../.....				
eMoneyHub Ltd Reference Number:	.....				

## Section 2 – Applicant Details

Current Address:	.....
	.....
Postcode	.....
Daytime Telephone No:	
Email Address:	
Previous Address:	.....
	.....
Postcode:	.....

## Section 3 – Proof of the applicant’s identity

In order to prove the applicant’s identity, we need to see copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying.

**Please DO NOT send an original passport, driving licence or identity card**

**List A (photocopy of one from below)**

**List B (plus one original from below) \***

Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by JustUs/eMoneyHub Ltd	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>

\* Any original documents you send to us will be returned by first class post.

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## Section 4 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):


## Section 5 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the eMoneyHub Ltd may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:

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## Section 6 – Representative Details

(If completed EMoneyHub Ltd will reply to the address you provide in this section)

Name of Representative:	
Company Name:	
Address & Postcode:	
Daytime Telephone No.:	
Email Address:	

## Section 7 – Proof of the Representative's identity

Please provide copies of two pieces of identification, one from list A and one from list B below and indicate which ones you are supplying.

Please **DO NOT** send an **original** passport, driving licence or identity card

### List A (photocopy of one from below)

### List B (plus one original from below)

Passport/Travel Document	<input type="checkbox"/>	A letter sent to you by the Passport Office	<input type="checkbox"/>
Photo driving licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity Card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>

## Section 8 – Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 3 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998.	
Signature of Applicant:	Date:
Signature of Representative:	Date: