### Request for personal information (Subject Access Request)

## Part A: Your details

We must be sure that we are releasing information to the right person. Please tell us the following information. We may ask you for further proof of identity or address details.

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| **Full name**:       |
| **Previous name(s)** (if applicable):       |
| **Date of birth**:       |
| **National Insurance number**:       |
| **Full address** (including postcode):                     Postcode:       |
| **Address, if different** Please tell us about previous addresses (including postcode):  |

## Part B: Personal information required

**Please tell us what information you require. This will help us deal with your request more quickly.**

Tick the box to request information you require about the benefits you claim or have claimed in the past, or use the space on the next page to describe any other information not listed below.

Please remember to tick **both** boxes if you require computer (system) **and** clerical (paper) records. If the box is not ticked, information will not be provided.

|  | **Computer records** | **Clerical records** |
| --- | --- | --- |
| **Summary of benefits (rates and dates only)**This will not provide you with full system records or clerical information, including medical information. If you only want a summary of **all** benefits, you do not need to tick the boxes below. Only use the Computer Records tick boxes below if you require rates and dates for a specific benefit. |  |  |
| **Attendance Allowance** |  |  |
| **Carer’s Allowance** |  |  |
| **Disability Living Allowance** |  |  |
| **Employment and Support Allowance (ESA)**Replaced Incapacity Benefit (IB) in October 2008. You may also want to ask for IB information if you moved from IB to ESA. |  |  |
| **Incapacity Benefit** **(IB)**Replaced by Employment and Support Allowance (ESA) in October 2008. You may also want to ask for ESA information if you moved from IB to ESA. |  |  |
| **Income Support** |  |  |
| **Industrial Injuries Scheme Benefit** |  |  |
| **Jobseekers Allowance** |  |  |
| **Labour Market System (LMS)**This holds and gives information about employers, job vacancies, job opportunities, jobseekers and customers. If you have claimed Jobseekers Allowance, Employment and Support Allowance, Incapacity Benefit or Income Support, we may hold information on LMS about you. |  |  |
| **Maternity Allowance** |  |  |
| **Overpayments (Debt Recovery)** |  |  |
| **Pension Credit** |  |  |
| **Personal Independence Payment** |  |  |
| **Personal Injury Compensation** |  |  |
| **Personal Injury Compensation**Dates of previous accidents and details of solicitors **only** |  |  |
| **Severe Disablement Allowance** |  |  |
| **Social Fund** |  |  |
| **State Pension** |  |  |
| **Universal Credit** |  |  |
| **Universal Jobmatch** – so we may securely identify you and locate your information, please log in to your Universal Jobmatch account, select “Have a Question?” at the bottom of the page and then “Contact Us” which appears throughout the questions and make your request there. Please confirm your full name and postal address including postcode and ensure you describe the details of the information that you are requesting from Universal Jobmatch.  | ------------- | ------------ |
| **Widow’s Benefit / Bereavement Benefit** |  |  |

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| **Any other personal information** Please be as specific as possible, for example, information relating to an appeal, or complaints made to the Chief Executive.      |

## Part C: Location of records

**Please list the names and addresses of DWP offices which may have your records**

It would be helpful if you could also list any telephone numbers or names of staff you have dealt with.

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## Part D: Dates

**What period you would like the personal information we send to you to cover?**

This applies to **clerical records only**. Computer records will contain **all** data held on the DWP computer systems at the time of your request.

DWP does not hold personal information indefinitely. It may be that some information has been destroyed in line with our Data Retention policies.

|  |  |
| --- | --- |
| **Personal information required for period**  | from:       to:       |

## Part E: Declaration

**I declare that the information I have provided above is correct.**

**Signed**:

**Date**:

**Please send or take this form to the DWP Data Protection Officer at your nearest DWP office (usually a Jobcentre Plus office)**

**You can find Jobcentre Plus offices** [**he****re**](http://los.direct.gov.uk/results.aspx)**.**

**Do not use email to request this information.**