

P J Hayman & Company Ltd

Data Subject Access Request Form



Important Information

P J Hayman & Company Limited collects and retains certain personal and/or sensitive data about our customers who purchase insurance through our website or via our call centre. As a data subject you have a legal right under the Data Protection legislation, including General Data Protection Regulations (GDPR) to find out about our use of your personal data.

The types of data vary but typically include name, address, email address, telephone number and date of birth. Other details may be needed depending on the type of insurance required.

For certain types of business we may require sensitive information from you in order to arrange your insurance requirements or service any claims, for example, medical records.

You have the right to:-

- See a copy of the personal information we hold about you
- Ask us to delete any of your personal data where there is no legitimate reason for continuing to hold it.
- To have any inaccurate or misleading data corrected or deleted
- Restrict the processing of your data
- Lodge a complaint with the Information Commissioners Office if you are unhappy with the manner in which we store or handle your data.

No Fee is Payable for access requests; however we reserve the right to charge a reasonable fee where such requests are manifestly unfounded, excessive or repetitive.

We will respond to all subject access requests within one month of receipt and will aim to provide all required information in the same period. If we require more information from you, or if your request is complex, we may require more time and will inform you accordingly.

Please complete the required information below and return it to us by Email: Customerservices@pjhayman.com or write to: Mrs Nicky Blakey, Technical & Compliance Manager, P J Hayman & Co Ltd, The Old Theatre, Stansted House, Rowlands Castle, Hampshire, PO9 6DX.

Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.

If you are making a subject access request on behalf of another person, please provide your relationship to the persons whose data we hold. We may require additional information or contact the data subject in order to provide a response to the request.



Data Subject Access Request Form

Your Details

Name: (Forename(s) & Surname)	
Date of Birth:	
Address:	
Telephone Number:	
Email Address:	
Policy Number:	

Information being requested

Please use the space below to provide the nature of your request along with further information that may help to locate your personal data and confirm your identity.

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If you are not the Data Subject, please provide contact details of the Data Subject to allow us to verify the request with them.

Name:	
Contact Telephone Number:	
Email Address:	

Declaration

By signing below, you confirm that you are the data subject or have the authority to act on behalf of the data subject named in this Subject Access Request Form.

Name:	
Signature:	
Date:	