

## DATA SUBJECT ACCESS REQUEST FORM

You have the right to request for personal data we may hold about you. This is known as a Data Subject Access Request ("DSAR"). A "data subject" is an individual who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post or contact our call centre if you require help.

If sending by post, please use the following address:

**The Jewellery Channel Limited**  
 Customer Care (Subject Access Request)  
**PO BOX 443**  
**Feltham**  
**Middlesex, TW13 9DU**

### 1. Data Subject's Full Name

### 2. Data Subject's Address Registered With The Jewellery Chanel

Address:

Postcode:

### 3. Data Subject's Telephone Number

Telephone Number Registered On Your TJC Account:

Contact Telephone No

**4. Details of data requested:**

*To help us search for the information you require, please let us know the data you require, with as much detail as possible. If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.*

- My Personal Details
- My Budget Pay Data
- My Order, returns and refund history
- Other, please specify:

Between dates:

**Please note:** in line with the General Data Protection Regulations in exceptional circumstances we reserve the right to charge a fee equivalent to the cost incurred by The Jewellery Channel Ltd for gathering the data.

**5. Is the information going to be sent to the data subject or his/her representative?**

To the data subject  To the representative

If the data is sent to the representative, then sections 9 and 10 need to be filled out.

**6. I confirm that I am the Data Subject.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

TJC will contact you by telephone to verify your identity before supplying any data. This will not change the time in which we are required to respond to this request.

**7. (To be filled out if the question 5 is answered with "To the representative") The Data Subject (whose data is being requested) must give written authorization for the information to be released to his/her authorized representative.**

I hereby give my authorization for \_\_\_\_\_  
(Fill out the name of the authorized representative) to request access to my personal data.

Signature of Data Subject: \_\_\_\_\_

Print name: \_\_\_\_\_

**8. (To be filled out by the representative of the data subject) I confirm that I am the authorized representative of the Data Subject.**

Name of authorized representative and address where personal data is to be sent:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. However, if you have any queries whilst your request is being processed, please do not hesitate to contact our call centre.