

Please Note: Fields bordered in red are mandatory

## Request for Personal Information (Subject Access Request)

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### 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.

<b>Full name:</b>
<b>Previous name(s)</b> (if applicable):
<b>Date of birth:</b>
<b>National Insurance number:</b>
<b>Full address</b> (including postcode):  <div style="text-align: center; margin-top: 10px;">1st line</div> <div style="text-align: center; margin-top: 10px;">Town/City</div> <div style="text-align: right; margin-top: 10px;">Postcode:</div>
<b>Address, if different</b> Please tell us about previous addresses (including postcode):  <div style="text-align: center; margin-top: 10px;">1st line</div> <div style="text-align: center; margin-top: 10px;">Town/City</div> <div style="text-align: center; margin-top: 10px;">Post Code</div>

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### 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 your interaction with the MWP project 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.

	<b>Computer records</b>	<b>Clerical records</b>
<p><b>Summary of support (dates only)</b> This will not provide you with full system records or clerical information, including medical information. If you only want a summary of <b>all</b> 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.</p>		
<p><b>Summary of all personal and sensitive data</b> This will provide you with list of all the data that we hold on you</p>		
<p><b>Summary of all case notes</b> This will provide you with a copy of all case notes we hold on you</p>		
<p><b>Specific Routeway (Referral)</b> This will provide with all the information we hold relating to your referral to MWP (this includes referral forms, assessments, case notes and personal and sensitive data)</p>		
<p><b>Specific Routeway (Engagement)</b> This will provide with all the information we hold relating to your sign up and initial assessment (including assessments, sign up forms, case notes and personal and sensitive data)</p>		
<p><b>Specific Routeway (Financial support)</b> This will provide with all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)</p>		
<p><b>Specific Routeway (Digital support)</b> This will provide with all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)</p>		

	<b>Computer records</b>	<b>Clerical records</b>
<p><b>Specific Routeway (Educational support)</b> This will provide with all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)</p>		
<p><b>Specific Routeway (Volunteer support)</b> This will provide with all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)</p>		
<p><b>Specific Routeway (Specialist support)</b> This will provide with all the information we hold relating to the support you were provided with on the financial route-way (including assessments, progress form and action plan, case notes and personal and sensitive data)</p>		
<p><b>Entire caseload</b> This will provide you with a copy of all data and documents we hold on you (including all of the above)</p>		

**Any other personal information**

Please be as specific as possible: for example, information relating to complaints made.

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**Part C: 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 Moneywise Plus computer systems at the time of your request.

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

<b>Personal information required for period</b>	From:	To:
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## Part D: Declaration

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

Signed:

Date:

Please send or take this form to the Moneywise Plus team at:

Email: [info@moneywiseplus.co.uk](mailto:info@moneywiseplus.co.uk)

Postal address: The Michael Wood Centre, 53 Regent Rd, Leicester LE1 6YF