

**SUBJECT ACCESS REQUEST FORM – ZURICH INSURANCE PLC**  
 Company product providers: Zurich Assurance Ltd, Sterling Assurance, Zurich Intermediary Group Limited, and Zurich Insurance plc (UK Branch)

Data Protection Legislation entitles you to a copy of the personal data we hold about you and the right to be provided with a copy of your personal data within one month.

If you would like to exercise this right, please complete this form and send it to:  
 Data Protection Manager, Zurich, Tricentre One, New Bridge Square, Swindon, SN1 1HN  
 or by email to: GBZ.General.Data.Protection@uk.zurich.com.

**1. Your details**

Your name	Surname	Forename(s)	Title
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Address	
	Postcode

Date of birth		Preferred contact phone number	
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**2. Company name you wish us to search**

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**3. Please give us your plan number(s) and any claim numbers.**

Plan number		Claim number	
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**4. Please tick the information you need**

If you're looking for a particular document or set of documents e.g. documents relating to the sale of a plan, you may prefer to specify exactly what you require.

a) All personal information including health reports (Please see 6 below)	
b) All personal information excluding health reports	
c) Health documents only (Please see 6 below)	
d) Specific documents or groups of documents – please write below what you need	

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## 5. Confirming your identity - who can certify the copy?

Any person from the following list:

Regulated Financial Adviser, Bank / Building Society Official and counter staff, Post Office Official and counter staff, Solicitor, Doctor, Teacher, Religious Minister, Airline Pilot, Armed Services Officer (active or retired), Barrister, Chairperson or Officer of Public (PLC) or Limited (LTD) UK registered Company, Chartered or Certified Accountant, Chartered Secretary, Chemist, Chiropodist, Physiotherapist, Actuary, Commissioner of Oaths, Court Judge, Court Official, Customs Officer, Dentist, Elected local or county Councillor, Embassy, Consulate or High Commission Official, Legal Executive, Fire or Ambulance Service Officer, Funeral Director, Government Department Official, Journalist, Justice of the Peace, Lawyer, Lecturer, Magistrate, Member of Parliament / Northern Ireland Assembly, Merchant Navy Officer, Notary Public, Officer of Registered Charity, Optician, Permanent Civil Servant, Pharmacist, Police, Prison or Probation Officer, Registered Nurse, Regulated Mortgage Broker, Social Worker, Surveyor, Trade Union Official, Veterinary Surgeon.

### Certified Copy Endorsement.

The person who certifies the copy (the certifier) must clearly write or stamp in original wet ink directly onto the copy (not on to a label that is attached to the copy) the following wording:

*I certify that this is a true copy of the original and any photograph bears a true likeness to the person being identified.*

## 6. General Practitioner contact details

The Data Protection (Subject Access Modification)(Health) Order 2000 requires that we get your GP's consent before health records we have from third parties are released to you. It's our practice to send your health records to your GP so that he/she may decide whether to release the records to you.

If you want to receive health records please provide your current GP's contact details, which must include their full name.

GP name &  
Address

	Postcode
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I consent to the relevant companies sending a copy of this consent and the health records held about me to my GP. I understand that my GP may withhold consent, which will mean that the health records will not be released to me.

Your Signature

Date