



## Data Subject Access Request – No Claims Discount Database

The Motor Insurers' Bureau is the Data Controller for the MIB Hub No Claims Discount (NCD). The personal data received by MIB originates from the insurer or other authorised third parties.

You can request to see the information we hold on you. The easiest way to request the information the MIB Hub NCD holds about you, is to complete the following Data Subject Access Request.

| About you               |     |
|-------------------------|-----|
| Full name:              |     |
| Date of birth:          | / / |
| Current address:        |     |
| Daytime telephone no:   |     |
| Email address:          |     |
| Driving Licence Number: |     |

|                   |     |
|-------------------|-----|
| Previous name:    |     |
| Previous address: |     |
| Resident from:    | To: |
| Previous address: |     |
| Resident from:    | To: |

\*If you need to add additional addresses, please continue on a separate sheet.

### Supporting Documents

In order for us to confirm your identity, please provide one form of ID confirming your name and date of birth and another to confirm your address (You are unable to use one form of ID for both). Tick one in each column as appropriate. Photocopies are acceptable, please do not send in originals.

| Name and Date of Birth Proof   |  | Name and Address Proof  |  |
|--|--|---|--|
| Current photo card driving licence   |  | Utility / TV Licence or local authority bill (Utility bill issued within the last 3 months) |  |
| Current signed passport  |  | Bank statement (issued within the last 3 months)  |  |
| Original Birth certificate   |  | Mortgage statement (issued in the last year)  |  |
| Official ID Card   |  | HMRC letter (issued in the current financial year)  |  |
| Shotgun licence  |  | NHS medical card or letter from GP confirming registration at practice                      |  |
| If you have been known by another name, please also include a copy of one of the following forms of identification. Tick as appropriate. |  |   |  |
| Marriage certificate   |  | Deed poll notification  |  |
| Decree nisi  |  | Decree absolute   |  |

**By completing this form, you are authorising MIB to process your data in line with data protection legislation. Requests will be responded to within one month of receipt of all required information and identification.**

|         |  |       |   |   |
|---------|--|-------|---|---|
| Signed: |  | Date: | / | / |
|---------|--|-------|---|---|

To submit this request, please send this form along with your supporting documents to:

**Post:** Service Support Team  
MIB  
Linford Wood House  
6 - 12 Capital Drive  
Milton Keynes  
MK14 6XT

**Email:** [DSAR@mib.org.uk](mailto:DSAR@mib.org.uk)

**Tel:** 0345 165 2803

|  |        |  |       |  |
|--|--------|--|-------|--|
| How would you like to receive your information? Please select one. | Email: |  | Post: |  |
|--|--------|--|-------|--|