

Energy Companies Obligation: Third Party Subject Access Requests Checklist

Please find below, in both Part 1 and Part 2 a list of requirements in order for Ofgem to process subject access requests from third party organisations under the Energy Companies Obligation (ECO) scheme. All requests should be sent to: ECO.SAR@ofgem.gov.uk

Part 1

Please submit one of the following **ACCEPTABLE** documents in full, which must be dated within the last 18 months, unless otherwise stated:

Document	Acceptable	Unacceptable	✓
PDF Copy of the full title register extract from Her Majesty's Land Registry in England and Wales, or the Land Register of Scotland and the Register of Sasines in Scotland. *Dated within 18 months.	✓		<input type="checkbox"/>
PDF Copy of Title Deeds *Dated within 18 months.	✓		<input type="checkbox"/>
PDF Copy Mortgage Statement *Dated within 18 months.	✓		<input type="checkbox"/>
PDF Copy Conveyance document *Dated within the last 3 months.	✓		<input type="checkbox"/>
PDF Copy Deeds *Dated within the last 3 months.	✓		<input type="checkbox"/>
PDF Copy Grant of admission *Dated within the last 3 months.	✓		<input type="checkbox"/>
Passport.		X	
Drivers Licence.		X	
Bank Statement, Credit Card, Credit union or other.		X	
Council Tax Bill/Statement or Water Bill.		X	
Utility Bill, Satellite/Cable TV, TV Licence Bill, Telephone/Internet Bill or other.		X	
Birth Certificate, Marriage/Civil Partner Certificate.		X	

The documents marked as “unacceptable” have been recognised as potentially providing an excessive amount of personal data in relation to what is needed to the request. Our intention is to comply with data protection law that requires us to only obtain the level of information we need. If you have any difficulty in relation to providing acceptable documentation please get in touch with us by the email address above and we will seek to assist you in this matter. Our privacy policy is available to view using this link <https://www.ofgem.gov.uk/privacy-policy>

PART 2.

In order for us to proceed your request, we require **ALL** of the following information to be included within the request.

Please ensure your request includes:	✓
Letter of Authority: Either fully signed and dated PDF Document or attached email giving the third party organisation explicit authority to act on the householders behalf. <i>Dated within 18 months of request</i>	<input type="checkbox"/>
Contact Telephone Number: A personal phone number, home or mobile telephone number.	<input type="checkbox"/>
Full Name: The customers full name to be included on email request or attached email body. *This must match the information provided in Part 1. Acceptable Documents.	<input type="checkbox"/>
Address of Property affected: The full address of the property you are requesting the information for, including the postcode *This must match the information provided in Part 1. Acceptable Documents.	<input type="checkbox"/>

Provided we have received the above information, we will then send the requested information by email as a PDF attachment to the requestor.

If you have any further questions, including if you need this information in a different format, please do not hesitate to contact us at ECO.SAR@ofgem.gov.uk.