



REQUEST FOR ACCESS TO PERSONAL INFORMATION – PLEASE READ

Pay Monthly customers

You'll need name and address identification. This can include driving licence, utility bill, council tax bill, or bank statement. If you want copies of your bills you can access them online at [My O2](#), or you can request them through our customer service team (charges may be applicable).

Copies of contracts

We can't supply you with a signed copy of your contract. Details of your contract terms can be obtained through our Terms and Conditions (www.o2.co.uk/termsandconditions).

Pay As You Go customers

You'll need name and address identification. This can include driving licence, utility bill, council tax bill, and bank statement. You must also prove you're the owner of the mobile number. This can be by one or more of the following:

- SIM purchase receipt - this must show the mobile number. We can't accept handwritten receipts.
- Phone purchase receipt - this must show the IMEI number. We can't accept handwritten receipts.
- Photocopy of the credit/debit card used to top up. This should show your name and last 4 digits of the card number.
- Top-up card.
- Historic top-up receipts.

Calls or texts made from your mobile number

We can provide the date, time and dialled number of calls and texts that you've made. These records are only retained for 12 months. We cannot provide the date and time of calls and texts received, or their originating number.

Recordings of calls you've made to O2 or received from O2

We can't guarantee that all calls with O2 agents are recorded and any that are recorded are kept for 6 months. Only audio recordings will be provided.

Applying on behalf of someone else

If you're applying on someone else's behalf please provide their details as well as your contact details and signed authorisation from them.

We can't provide this

Only information considered to be your personal data will be released under a SAR. We won't be able to provide:

- The dates, times or the phone numbers of calls or texts you've received (these are available on production of a Court Order only as they are classed as third party disclosure)
- The content of text messages or personal phone calls
- Voicemail messages
- Numbers, photos, video clips or text messages stored on your phone

Send your SAR, and proof of identity and address, and proof of ownership (Pay As You Go customer) to:

Subject Access – O2 Partnership, Chester Road, Preston Brook, Runcorn, WA7 3QA or by email to SubjectAccess2@o2.com.

Solicitors

If you require a statement with a copy of your clients bills you must supply a typed and signed authority by the applicant on headed paper, including your client's name and full address, including postcode, mobile number, and the date range you wish us to cover along with a copy of their ID. Please send this to: subjectaccess2@o2.com

For any court order requests please send these directly to our Court Disclosure team: O2CourtLiaison@virginmediao2.co.uk

Subject Access
O2 Partnership, Chester Road
Preston Brook,
Runcorn, WA7 3QA
Email: SubjectAccess2@o2.com



Internal Use Only	
SAR ID	
Completed / Declined Date	

SUBJECT ACCESS REQUEST

(Please complete in block capitals)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (Please state)
Full Name				
Address and Post Code				
Email Address				
O2 mobile phone number or O2 account number				

What information do you want

Start Date – I want information from:	End Date – I want information to:	To specific numbers or country code:
List of outgoing calls and texts (only the last 12 months is available)		
Account notes (including web chats and correspondence)		
Account details (provide details below)		
Copies of call recordings with O2 customer services (provide details below)		
Other information required or further details of the information you want:		

We'll send your information to you securely by email.

If you'd prefer your information to be sent by post please tick this box: ☐

Special needs (tick if applicable):

Audio ☐ Braille ☐ Large text ☐

Declaration (**must be signed**):

I confirm that the information supplied on this form is true and that I am the data subject or have been authorised to act on their behalf.

Signed: _____

Date: _____