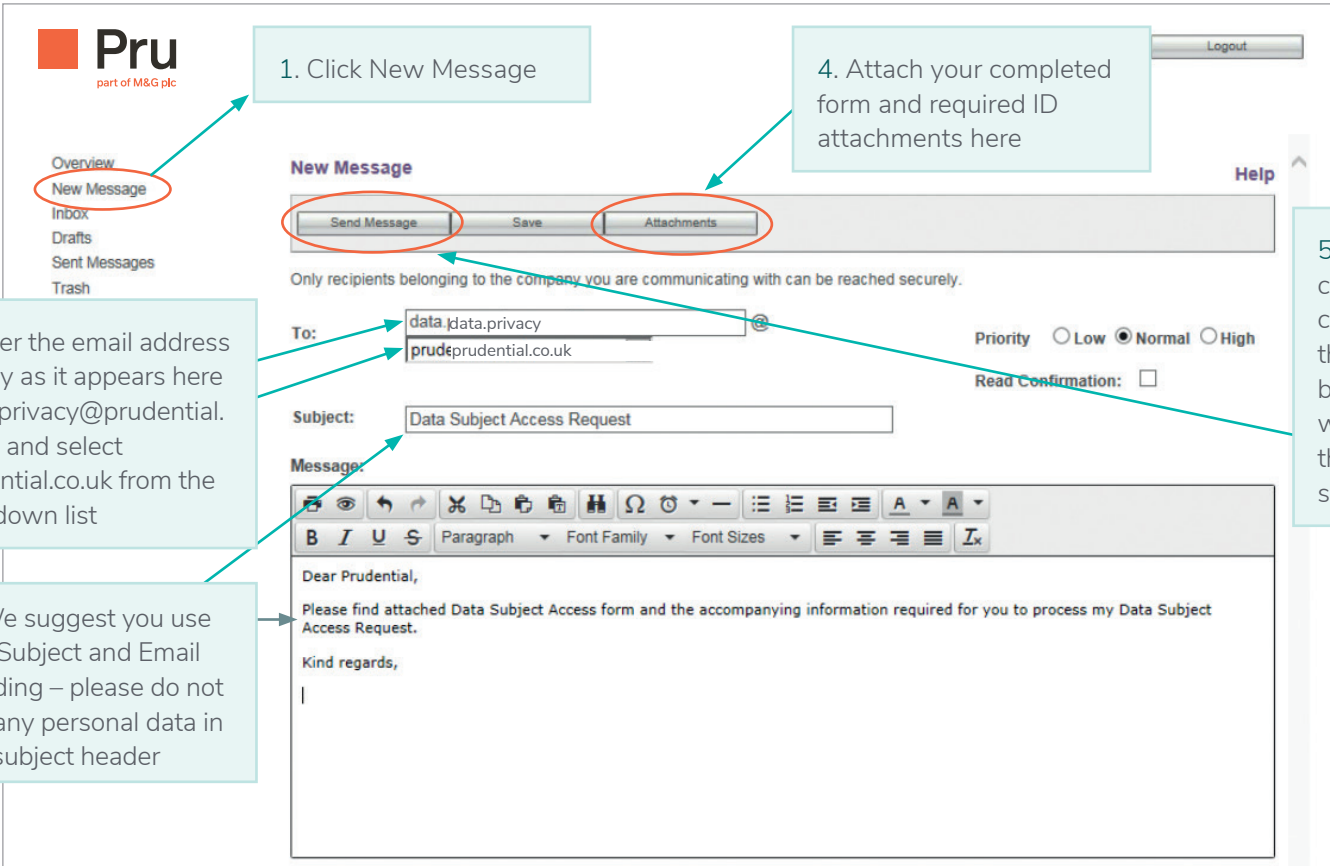# Pru
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User Guide for sending a data subject access request and identification attachments through PruMail

1. If you haven't already done so, complete the Data Subject Access Request form – you can find this **here**.

2. You need to **Register** for an account as a new user of PruMail. Skip this step if you already have an account.

3. Once registered, click **here** to create a secure email with completed Data Subject Access Request form and identification attachments.

4. Follow the instructions below to send the completed email through the secure portal.

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Logout

1. Click New Message

4. Attach your completed form and required ID attachments here

Overview
New Message
Inbox
Drafts
Sent Messages
Trash

New Message

Help

Send Message   Save   Attachments

Only recipients belonging to the company you are communicating with can be reached securely.

2. Enter the email address exactly as it appears here (data.privacy@prudential.co.uk) and select prudential.co.uk from the drop down list

To: data.data.privacy   @
       prudeprudential.co.uk

Priority   ○ Low ● Normal ○ High

Read Confirmation: ☐

Subject: Data Subject Access Request

Message:

5. When you've completed Steps 1-4, click here to send the message. You'll be taken to a screen which confirms that the message has successfully been sent

3. We suggest you use this Subject and Email wording – please do not put any personal data in the subject header

B I U S   Paragraph ▼   Font Family ▼   Font Sizes ▼

Dear Prudential,

Please find attached Data Subject Access form and the accompanying information required for you to process my Data Subject Access Request.

Kind regards,