



## Subject Access Request Form

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the EU General Data Protection Regulations (GDPR) from 25th May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavor to respond promptly and in any event within 30 days of the latest of the following:

- 1) Our receipt of your written request; or
- 2) Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, which can also be done through our website, but doing so will make it easier for us to process your request quickly.

### Section 1: Details of the person requesting the information

FullName:

Address:

Telephone:

Email:

### Section 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

**Yes:** I am the data subject. I enclose proof of my identity (see below)

**(please go to section4)**

**No:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).

**(please go to section3)**

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To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image of the following:

- 1) Proof of Identity: - Passport, photo driving license, or national ID card.
- 2) Proof of Address: - Utility bill, bank statement, credit card statement, current license. (all documents must be valid and if statements must be less than 3 months old).

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

### Section 3: Details of the data subject? (if different from section 1)

FullName:

Address:

Telephone:

Email:

### Section 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us identify the information you require.

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