

Data Request Form

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.

Section 1: Personal Details

Are you the data subject? (Please tick the appropriate box).

- ☐ **YES:** I am the data subject. Please complete to Part 1.
- ☐ **NO:** I am acting on behalf of the data subject. Please complete to Parts 1 and 2.

Part 1: Details of the Data Subject

Full Name:	
Address:	
Phone Number:	
Email Address:	

Part 2: Details of the Person acting on behalf of the Data Subject

Full Name:	
Address:	
Phone Number:	
Email Address:	
Relationship to the Data Subject	

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 (do not send the originals) of the following:

- 1) **Proof of Identity.** We need one of the following: passport, photo driving license, national identity card, birth certificate.
- 2) **Proof of Address.** We also need one of the following: utility bill, bank statement, credit card statement (no more than 3 months old); local authority tax bill.

Please send your completed form and proof of identity to: (Insert postal address and/or email)
If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Section 2: What is the Nature of your Request?

(Please tick the appropriate box):

- ☐ Access to all my personal data.
- ☐ All my personal data erased.
- ☐ My personal data transferred to another data controller.
- ☐ Other (Please specify).

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

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Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Section 3: Declaration

I confirm that I have read and understand the terms of this Data Request Form and certify that the information given in this application is true and that I have attached the required proof of identity. I understand that it is necessary for you to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data. I also understand that any attempt to mislead may result in legal action.

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Signature

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Date