

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 entitled to receive this under the EU General Data Protection Regulation (GDPR), which came into effect on 25 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 **one month** of the latest of the following:

- Our receipt of your written request; or
- 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 but doing so will make it easier for us to process your request quickly.

Section 1: Details of the person requesting information

Full Name	
Address	
Phone Number	
Email Address	

Section 2: Are you the data subject? Please select the appropriate box

Yes: I am the data subject. I enclose proof of my identity (see below) - then please go to section 4	
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) - then please go to section 3	

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 one of both of the following:

- 1) Proof of Identity - Passport, photo driving license, national identity card, birth certificate.
- 2) Proof of Address Utility Bill - bank statement, credit card statement (no more than 3 months old); current driving license; current TV license; local authority tax bill, HMRC tax document (no more than 1 year 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)

Full Name	
Address	
Phone Number	
Email Address	

Section 4: What information are you seeking?

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

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 section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take "disproportionate effort", or 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 5: Information about the collection and processing of data

If you want information about any of the following, please select the relevant boxes:

Why we are processing your personal data	
To whom your personal data are disclosed	
The source of your personal data	

Section 6: Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

Yes No

Full Name (Print)	
Signature	
Date	