



Title: Data Subject Access Request Form

Ref: GDPR 8

Issue: v.1.0

Issued By: Catherine Garrido Date: 08/05/2018

Approved By: Philip Salaman Date: 08/05/2018

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## Data Subject Access Request Form

If you would like us to supply you with a copy of any personal data we hold about you, please complete this form in ink and send it to the address below. You are currently entitled to receive this information under the General Data Protection Regulation (GDPR) 2018. We also provide you with information on the processing of your personal data, if we share your personal data with third parties, the retention period for your personal data, and any rights you may have to notify us of errors in your data or your wish to restrict processing of your data.

The information you supply in this form will be used for the purposes of identifying the personal data you are requesting and responding to your request.

Please send your completed form, together with copies of your proof of identity to Quidos Ltd.

### Details of the Person Requesting Information

#### Section 1:

Your full name:

Your address:

Your telephone number:

Your email address:

#### Section 2: Are You the Data Subject?

Please tick the appropriate box:

**YES** - I am the data subject. I enclose proof of identity (see below). Please proceed to section 4.

**NO** - I am acting on behalf the data subject. I have enclosed their written authority and proof of the data subject's identity and my own identity (see below). Please proceed to section 3.

To ensure we only reveal data to the right person, we require you to provide us with proof of your identity and of your address. Please supply a photocopy or scanned image [please do not send originals] of both your identity and your address. Examples of suitable documents are given below.

- 1) Proof of Identity: we need one of the following - passport, driving licence, national identity card, birth certificate.
- 2) Proof of Address: we need one of the following - council tax bill or utility bill (no more than three months old)

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

### **Details of the Agent**

#### **Section 3:**

Your full name:

Your address:

Your telephone number:

Your email address:

#### **Section 4:      What Information Are You Seeking?**

Please describe the information you are looking for. Please provide any relevant details that you think will help us to identify the information you require. Please continue on a separate sheet if necessary.

Please note that if the information request reveals details directly or indirectly, we could identify another person, we will have to redact their details before providing information to you. In certain circumstances, where we feel that releasing information to you would severely adversely affect the rights and freedoms of others, we may not be able to release that information to you. If there is any information you have requested, which we cannot supply, we will inform you why when we reply to you.

While in most cases will be very happy to provide you with information you have requested, we nevertheless reserve the right, in accordance with article 12 of the GDPR 2018 to charge a fee or refuse your request. If it is found to be manifestly unfounded or excessive. However, we will make every reasonable effort to provide you with information within 30 days of your request.

#### **Section 5: Information Disclosure, Sources and Processing.**

If you want information about any of the following, please tick the boxes

- why we are processing your personal data
- to whom we have disclosed your personal data
- the source of your personal data
- when and how we gained consent to use your data
- if we are relying on contractual or legal reasons to retain your data, we will inform you that we are doing so.

#### **Section 6: Disclosure of Images**

If the information you seek is in the form of images captured on CCTV, would you be satisfied with either stills of these images, or visiting us to review the CCTV footage?

**YES / NO**

#### **Section 7: Declaration**

Please note that making a false declaration may result in legal action.

I confirm I have read and understood the terms of this Data Subject Access Request Form and certify that the information given in this application to Quidos is necessary for Quidos to provide me with information requested and confirm that the information I have given is correct to the best of my knowledge and belief.

Signature

Date

## Attachments

### Data Subject

I am enclosing the following as proof of my identity:

- passport
- driving licence
- national identity card
- birth certificate

I am enclosing the following as proof of my address:

- council tax bill
- utility bill (less than 3 months old)

### Agent (if applicable)

I am enclosing the following as proof of my identity:

- passport
- driving licence
- national identity card
- birth certificate

I am enclosing the following as proof of my address:

- council tax bill
- utility bill (less than 3 months old)