< Subje

Important Information

<<Insert Company Name>> collect <<insert data subject type(s) e.g. cu a legal right, under UK Data Pro successor legislation) to find out ab

- Confirmation that your person
- Access to your personal dat
- How we use your personal d
- Details of any sharing or trail
- How long we hold your pers
- Details of your rights under to, your rights to withdraw y and/or to object to our proce

No fee is payable under normal reasonable fee for requests that a charges will be based only on the a

Please complete the required info [by post] addressed to:

<<insert name and position (e.g. Da <<insert contact details>>.

You do not have to use this form an

After receiving your subject accessupporting information and/or proof and personal data.

We will respond to all subject acc to provide all required information t of ID, or if your request is unusually you accordingly.

If you are making a subject acce <<insert name and position (e.g. I before making your request.



brm

certain personal data about our ts"). As a data subject, you have uding the UK GDPR and any nal data as follows:

sed by us;

ata;

islation including, but not limited f your personal data at any time

reserve the right to charge a l, excessive, or repetitive. Such will incur in order to respond.

eturn it to us [by email] AND/OR

using the same contact details.

htact you to request additional ps us to safeguard your privacy

e month of receipt and will aim eriod. If we require further proof equire more time and will inform

e else's behalf, please contact at <<insert contact details>>

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|---|---|---|
| Your Details | | |
| Title: | | |
| Forename(s): | | |
| Surname: | | |
| Address: | | |
| Telephone Number: | | |
| Email Address: | | |
| Please provide specific requested and any add to confirm your identity. By completing this form Legislation for personal entitled to receive. Declaration By signing below, you Access Request For indemnify < <insert accept="" cannot="" cor="" family<="" members="" of="" requested="" th="" we="" your=""><th>c details (al litional inform n, you are ma il data collect m. You wa mpany Name uests in res</th><th>dates) of the information being o locate your personal data and equest under UK Data Protection d about you by us that you are individual named and will fully expenses incurred if you are not ata from anyone else, including</th></insert> | c details (al litional inform n, you are ma il data collect m. You wa mpany Name uests in res | dates) of the information being o locate your personal data and equest under UK Data Protection d about you by us that you are individual named and will fully expenses incurred if you are not ata from anyone else, including |
| Name: | | |
| Signature: | | |
| Date: | | |
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