

INTRODUCTION

This document should be completed in full when requesting access or amendments to any Personal Data.

Whilst it is not mandatory to send an Access Request using the template below, this will significantly improve the speed and accuracy of the process by removing any ambiguity.

If it is impossible or unreasonably difficult to complete this form in writing then we will make reasonable adjustments to enable the request.

Please also refer to our Privacy Policy and Data Subject Access Procedure.

Summary	
Request Reference	
Requesting Entity Please provide account reference	
Access / Amendment / Right to be Forgotten?	
Request Date and Time	
Individual Submitting This Request	
Description of Request	
<p>Please provide comprehensive details regarding this request, this should cover –</p> <p>1 – Specific information to allow us to identify the individual (subject)</p> <p>2 – Any applicable timeframes during which you believe data may have been processed</p> <p>3 – If this request relates to an amendment, please provide the current and required data</p> <p>i.e</p> <p>1 – Mr John A Smith Address – 10 The Street, A Town, WS14 9DZ John.a.smith@gmail.com</p> <p>2 – The previous 12 months</p> <p>3 – Please change all name records to Mr John Alex Smith All other data to remain as is.</p>	
Sub-processors to be informed? If required, list here and confirm when done	
Completed Date and Time –	