

Subject Access Request Form

Under the General Data Protection Regulation, A data subject is entitled to obtain from us, confirmation as to whether or not we are processing personal data concerning them, as well as to request details about the purposes, categories and disclosures of such data.

A data subject can use this form to request information about, and access to any personal data we hold about them. Details on where to return the completed form can be found at the end of this document.

1. Personal Details:

Data Subject's Name:		DOB:	___ / ___ / _____
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Home Telephone No:		Email:	
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Data Subject's Address:

Any other information that may help us to locate the data subject's personal data:

2. Specific Details of the Information Requested:

3. Representatives *(only complete if acting as the representative for a data subject)*

[Please Note: We may still need to contact the Data Subject where proof of authorisation or identity are required]

Representative's Name:		Relationship to Data	
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		Subject:	
Telephone No:		Email:	
Representative's Address:			
I confirm that I am the authorised representative of the named data subject: Representative's Name: _____ Signature: _____ _____			
4. Confirmation			
Data Subject's Name: _____ [print name]			
Signature: _____ Date: ____/____/____			
5. Completed Forms			
<p><i>For postal requests, please return this form to:</i></p> <p>Tom Sharpe – Data Champion Abode, a trading division of Norcros Group (Holdings) Ltd Unit L, Zenith Park Barnsley South Yorkshire S75 1HT</p> <p><i>For email requests, please return this form to:</i> Tom Sharpe at data@abode.eu.</p>			