

SUBJECT ACCESS REQUEST FORM

This form should be completed if you are requesting access to your personal information held by **RLS Computer Services Ltd.**, under the Data Protection Act 1998 or the General Data Protection Regulations after the 25th May 2018. The information requested will enable us to confirm the identity of the person making the request and find any data held about you. This form can also be used to confirm the identity and authority of someone making the request on behalf of the Data Subject.

Your request will be processed within 30-calander-days of receipt by us of such information we may reasonably require satisfying ourselves as to your identity and to locate the information sought.

Data Subject Personal Details

Full Name:	
Previous Names:	
Address:	
Email Address:	
Telephone No:	

Who is the Data Subject?

Employee []	Customer []	Supplier []	Member of Public (CCTV) []
Please provide an Employee / Customer / Supplier reference number (if known)			

We are required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. To ensure we can confirm your identity please provide us with the following:

1. Identification – copy of 1 of the following - Driving License, Birth Certificate or Passport ID
2. Address – copy of a recent utility bill or similar dated within the last 3 months.

If you are requesting information from a CCTV system you must provide a recent photograph of yourself endorsed on the back by a responsible person who certifies it to be a true likeness of you.

Requester Personal Details

If you are not the data subject and are acting on their behalf, please provide the following information including the Data Subject's authority / consent or with the appropriate legal authority which supports this request.

Full Name:	
Address:	
Email Address:	
Telephone No:	

What Information Are You Requesting?

To help us collate the information you requested, **RLS Computer Services Ltd.** request you supply the information it reasonably requires to process your application.

Please try to specify in the section below, the nature of the information you require. If you wish to see only certain specific document(s), for example a particular employment document, a specific customer invoice, CCTV footage from a specific date/time, etc please describe these below:

Declaration

I certify that the information given on this application form is true and accurate. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for **RLS Computer Services Ltd.** to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 30-calendar-days specified under the General Data Protection Regulations, will not commence until **RLS Computer Services Ltd.** is satisfied in this regard. I also understand that the information provided will be subject to the Privacy Notice for the intended Data Subject. ***A person who impersonates another, attempts to impersonate another or provides misleading information may be subject to prosecution.***

Signature

Print Name:

Date

Submitting Your Request

Once complete, please ensure that a signed copy of this form is sent in a sealed envelope (marked private and confidential), together with any additional supplementary information to:

FAO Data Controller, RLS Computer Services Ltd. 16 Clapper Lane, Clenchwarton, Kings Lynn, Norfolk PE34 4AW or securely email to: data.controller@rlscomputers.co.uk.

Checklist

Have you checked & completed all relevant sections of the form?

[]

Has the declaration been signed by the data subject / legal authority?

[]

Have you enclosed proof of identity

[]

Correcting Your Information

If after you have received the information you have requested, you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify us immediately.