

SUBJECT ACCESS REQUEST – APPLICATION FORM
 (For access to client records under General Data Protection Regulation May 2018)

I am making this request for my own personal records/company records* held by Shorthouse & Martin Ltd
 (*Delete as appropriate.) **Please complete section A, C, D, E and read Section F.**

I am making this request on behalf of another person
Please complete all sections of the form.

A – Person whose information is being requested (Data Subject):

Full name:	
Name of company if applicable:	
Date of birth:	
Full address:	
Telephone number:	
Previous address: (If relevant to the request)	
Email address:	

In order to confirm the identity of the data subject we require photographic identification. Please include a **photocopy** of one of the following identification documents. Please do not send originals.

Driving Licence or Passport (Tick if included)

If you are requesting your own information, please move on to Section C.
If you are completing this request on behalf of another person, please complete Section B.

B – Information about requestor:
 (Only complete if you are requesting information on behalf of another)

Full name of requestor:	
Date of birth:	
Full address:	
Telephone number:	

In order to process the request, we must confirm the identity of the requestor. Please include a **photocopy** of one of the following identification documents. Please do not send originals.

Driving Licence or Passport (Tick if included)

We require evidence of an existing relationship to the data subject. Please include a **photocopy** of one of the following documents:

- Written consent, signed by the data subject (Tick if included)
- Lasting power of attorney (Tick if included)
- Evidence of being legal representative (Tick if included)

Other – We can make a ‘voluntary disclosure’ if a relationship can be established; for example, we have acted for the subject’s partner or other relatives.

C – Information Requested: (Complete all that apply)

I would like to know what personal information for me is being used and how you are using it

I would like to visit your offices and view the following documents for the period(s)

(1) _____

(3) _____

(2) _____

(4) _____

or,

I would like copies provided to me Electronically By post

Please provide any additional information that will enable us to provide the relevant information:

I understand that under the GDPR regulations this information must be provided to me **free of charge**, although there may be postage fee if I require copies to be sent to me by Royal Mail or other postal method. Where requests are complex or numerous this may be subject to a small administration fee.

Signed:

Date:

Witnessed by:

Date:

D – Confirmation of address:

In order to send the information out via the post we require an additional **photocopy** of proof of address. i.e. council tax - utility bill - bank statement.

Proof of address (Tick if included)

E - Third Party Disclosure:

If your request includes the release of information to a Third Party (e.g. a solicitor, insurance company or relative), please complete this section.

I hereby give Shorthouse & Martin Limited permission to send my personal information collated during the Subject Access Request to the following address:

Full name:	
Full address:	

Signature of Third Party Date/...../.....

F - Declaration:

Any information supplied in making this request will be treated in confidence. It will only be used for the purpose of carrying out the search for your data in accordance with the General Data Protection Regulation.

Shorthouse & Martin Limited are only responsible for providing information which is held by us.

If you feel you would like to discuss your information request further please telephone us on 01256 469768 or write to us at the address below.

Timescales

Access can be given by allowing the applicant to inspect the records or extract (in the company of a member of our staff), or by supplying a copy if this is requested.

Once we are satisfied that the person requesting the information is entitled to it, access will then be given within specified time limits. **We have one month to comply with a request under the General Data Protection Regulation.** We may extend the period of compliance by a further two months where requests are complex or numerous.

We are unable to accept requests via Email or Fax

Return form to:

Mr L J Shorthouse
 Managing Director & General Data Protection Officer
 Shorthouse & Martin Ltd
 Worthy House
 14 Winchester Road
 Basingstoke
 Hampshire
 RG21 8UQ