

Subject Access Request Form

Under the EU General Data Protection Regulation (GDPR) you are entitled to request information about your personal data and how we process it. In order for us to best fulfil your request, we ask you to submit this form; however, you may make a request without completing the form.

Once we have received your request we will respond to you within 1 month, either with the data, or with further queries if required to access the data you have requested.

The information you supply in this form, along with your identification information, will only be used for the purposes of identifying the personal data you are requesting, and responding to your request. The information will not be transferred outside of Wolfestone Holdings.

Identification

We require you to provide us with proof of identity and your address in order to make sure we are releasing data to the right person. Please provide us with a photocopy or scanned image of the following:

- 1) Proof of identity (e.g. passport/photo driving licence/identity card/birth certificate)
- 2) Proof of address (e.g. utility bill (last 90 days)/bank statement (last 90 days)/current driving licence/most recent council tax bill)

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request. You have the right to appeal this decision and the point of contact for this escalation will be given on a case-by-case basis.

Section 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

Section 2: Are you the data subject?

Please tick the appropriate box and follow the instructions.

- YES** I am the data subject and I have enclosed proof of my identity (please go to section 4)
- NO** I am acting on behalf of the data subject and I have enclosed written consent from the data subject along with proof of their identity and proof of my identity.

Section 3: Details of the data subject (if different from Section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

Section 4: What information are you seeking?

Please describe the information you are seeking in detail, to help us find the information you require.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

SECTION 7: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Wolfestone Holdings is true. I understand that it is necessary for Wolfestone Holdings to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date.....

Documents which must accompany this application:

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**

Please return the completed form to dpo@wolfestone.co.uk
Telephone: 01792 450972, ext. 202

When emailing please include **SUBJECT ACCESS REQUEST** in your email subject line.

Correcting 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 our Data Protection Officer at once by contacting dpo@wolfestone.co.uk.