**Subject Access Request Form - 23/03/18**

This form is for any person who wishes to apply for access to personal data held by DVV Solutions.

Please read the Subject Access Request Guidance Notes below before completing this form.

A separate form should be completed for each individual.

**Subject Access Request Guidance**

**Please read before filling in the Subject Access Request Form**

This form is designed to assist the process of making a subject access request and, as a consequence, may speed the process up but it is not mandatory. All subject access requests made in other formats will also be processed.

***What information will help with the processing of my subject access request?***

Identification of relevant records will be easier if you can provide any references issued by DVV Solutions regarding communications, contact or registrations of your personal details you may have made or have been made to you by DVV Solutions.

DVV Solutions reserves the right to make appropriate efforts to confirm your identity, and the identity of any representative, prior to the release of any sensitive or Personally Identifiable Information (PII). If you cannot provide us with satisfactory proof of identity, your application will be rejected.

***How long will it take to get my data?***

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and have provided sufficient information, you should receive a response within 30 days from the date that we accept your application for processing. We will not acknowledge your application in writing but we will provide you with a reference number when we write to you. We will not disclose information by fax or telephone. Disclosure by post is usually made by first class post to the address you provide in section 2.

Please provide as much information as possible to enable us to find the data you require. Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

***Will any information be excluded?***

The documents that you receive may have data redacted (blacked-out) or contain rough notes that may lack clarity. This is because we aim to supply copies of the original records whenever possible. However, as DVV Solutions records may also include third party information that we cannot release to you under the Data Protection Act, e.g. another person’s data, this is removed.

***Charges***

There will be no charge for this request. However, should DVV Solutions receive multiple requests for the same information from the data subject then DVV Solutions reserves the right to charge £10 per additional request for the same information.

***How should I submit this request form?***

We request you send your completed form to either:

Data Protection Officer

DVV Solutions

Grosvenor House

St. Thomas’s Place

Stockport

Cheshire, SK1 3TZ

United Kingdom

or via email to [subjectaccessrequest@dvvs.co.uk](mailto:subjectaccessrequest@dvvs.co.uk)

**Section 1 – Applicant Details**

|  |  |
| --- | --- |
| Title (please tick one): | Mr  Mrs  Miss  Ms  Title (please state): |
| Forename(s): |  |
| Family Name: |  |
| Previous Family Name: |  |
| Other name(s) known by: |  |
| Date of Birth (dd/mm/yyyy): | ……../……./………. Male  or Female |
| Nationality: |  |
| Place of Birth: |  |
| Please give details of any other known reference numbers issued by  DVV Solutions | Other references: ……………………………..…………………………  State context: ……………………………………………………………. |

**Section 2 – Applicant Details**

|  |  |
| --- | --- |
| Current Address: |  |
|  |
|  |
|  |
| Postcode |  |
| Daytime Telephone No: |  |
| Email Address: |  |
| Previous Address: |  |
|  |
|  |
|  |
| Postcode: |  |

**Section 3 – Details of Information Required**

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require or the date(s) of any particular data submission or communication(s) (use extra sheets if necessary):

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**Section 4 – Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that DVV Solutions may need to obtain further information from me/my representative in order to comply with this request.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Section 5 – Representative Details**

|  |  |
| --- | --- |
| Name of Representative: |  |
| Company Name: |  |
| Email Address: |  |
| Telephone Number: |  |
| Address: |  |
|  |
|  |
|  |
| Postcode: |  |

**Section 6 – Authority to release information to a Representative**

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 12, proof of legal guardianship must also be provided.

|  |  |
| --- | --- |
| I hereby give my authority for the representative named in Section 5 of this form to make a Subject Access Request on my behalf under the Data Protection Act 1998. | |
| Signature of Applicant: | Date: |
| Signature of Representative: | Date: |

**Section 7 – Timescale**

If you have specific reasons for requiring data by a specific date please give details below:

|  |
| --- |
| (a) Date required: |
| (b) Reason (please state and supply supporting evidence): |
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