

SUBJECT ACCESS REQUEST FORM

Please complete this form if you want us to provide you a copy of any personal data we hold on you in accordance with the EU General Data Protection Regulation (GDPR).

In general, requests for information will be responded to within one month on receipt of:

- Your written request,
- Additional information we may ask you to provide to enable us to comply with your request,
- Your fee if it is determined that one is due.

The information supplied in this form will only be used for the purposes of identifying the personal data you are requesting and to help in responding to your request.

Where feasible we will provide your response in an electronic format unless you specify otherwise in section 2.

Section 1: Data Subject Details

Please provide the following details on the person whose information is being requested.

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

Section 2: Information Sought

Please describe the information you are seeking. Please provide any relevant details which may help us to identify the information required. If you prefer to receive a paper copy please indicate this in the box below.

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 allow access to 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 section 8(2) of the DPA, not to provide you with copies of information requested if this would take “disproportionate effort”, or 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 copy of the information requested.

Section 3: Relation to Data Subject

- YES:** I am the data subject. I enclose proof of my identity (see below).
(please go to section 5)

- NO:** I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity (see below).
(please go to section 4)

Section 4: Agent on behalf of Data Subject Details

If you are acting on behalf of the person identified in section 1, please complete this section and also section 5 Proof of Identity.

Full Name:	
Address:	
Contact telephone number:	
Email address:	
Relationship to Data Subject (e.g. parent, carer, legal representative)	

Proof of legal authorisation to act on behalf of data subject:

- Letter of authority
- Lasting or enduring power of attorney
- Evidence of parental responsibility
- Other (give details below)

Section 5: Proof of Identity

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image of one of both of the following **(please do not send originals)**:

1) Proof of Identity

- Birth certificate
- Photo Driving Licence
- National Identity Card
- Passport

2) Proof of Address

- Utility Bill (no more than 3 months old)
- Bank Statement (no more than 3 months old)
- Credit Card Statement (no more than 3 months old)
- Current TV License
- Local authority Tax Document (no more than 1 year old)
- HMRC Tax Document (no more than 1 year old)

Note that we cannot be held accountable for returning original documents, and once we confirm identity, any proof will be destroyed.

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

Section 6: 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 request form and certify that the information given in this application is true. I understand that it is necessary for BusinessPort Ltd. 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.

Date

Print Name

Signature

Section 7: OFFICIAL USE ONLY

Access Request number

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:

GDPR Administrator
BusinessPort Ltd
46 Queens Road
Aberdeen
AB15 4YE
Email: GDPRadmin@businessport.net
Telephone: 01224 330000

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 us at once.