



## SUBJECT ACCESS REQUEST FORM

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity** if you are not a current employee.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request: or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

### Section 1: Data Subject Details

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Others –
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Contact Telephone No.:	
Email address:	
Payroll No:	
Dates of employment:	
Position:	

## Section 2: Proof of Identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address. Please confirm which documents you are providing to confirm proof of identity.

- birth certificate
- passport
- driving licence
- official letter addressed

## Section 3: Information you are seeking

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the exact dates, please give the year(s) that you think may be relevant.

**Details:**

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 information to you, in which case you will be informed promptly and given 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, if to do so 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'.

#### **Section 4: Authorised Person Details** (if applicable)

Please complete this section of the form with our details if you are acting on behalf of someone else (i.e., the data subject). If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Others –
Surname:	
First Name(s):	
Date of Birth:	
Address:	
Post Code:	
Contact Telephone No.:	
Relationship with data subject:	

Please confirm which documents you are providing to confirm proof of identity.

<input type="checkbox"/> birth certificate <input type="checkbox"/> passport <input type="checkbox"/> driving licence <input type="checkbox"/> official letter addressed
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## Section 5: Declaration

### Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand Instarmac Group plc is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

### Authorised Person Declaration:

I confirm that I am authorised to act on behalf of the data subject. I understand Instarmac Group plc is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
Signature:	
Date:	

**Warning:** a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

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### Documents which must accompany this application:

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

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### Please return the completed form and address this to the Data Protection Team :

**Email:**            dataprotection@instarmac.co.uk

**Address:**        Instarmac Group plc, Danny Morson way, Birch Coppice Business Park, Dordon,  
Tamworth, Staffordshire. B78 1SE