

Data Subject Request Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with the following rights.

Which right do you want to exercise? (tick box that applies):

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Your request will be processed within the following timescales upon receipt of a fully completed form and proof of identity.

Data Subject Request	Timescale
The right to be informed	When data is collected (if supplied by data subject) or within one month (if not supplied by data subject)
The right of access	One month
The right to rectification	One month
The right to erasure	Without undue delay
The right to restrict processing	Without undue delay
The right to data portability	One month
The right to object	On receipt of objection

Details of the person requesting the Information:

Title:
Surname/ Family Name:
First Name(s):
Address:
Post Code:
Date of Birth:

Contact Telephone Number(s) <i>(including area code)</i> :
Previous Addresses:
Post Code:
E-mail address:
I am enclosing the following copies as proof of identity:
<input type="checkbox"/> ID Card <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my address

Are you the Data Subject? (tick box that applies)

- I am the Data Subject and enclose evidence of my identity e.g. photocopy of driving licence, birth certificate, passport, marriage certificate.
- I am NOT the Data Subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity

Details of the Data Subject

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:
Surname / Family Name:
First Name(s):
Address:
Post Code:
Date of Birth:

Contact Telephone Number(s) <i>(including area code):</i>
Previous Addresses:
Post Code:
E-mail address:
I am enclosing the following copies as proof of identity: <ul style="list-style-type: none"><input type="checkbox"/> ID Card<input type="checkbox"/> Birth certificate<input type="checkbox"/> Driving Licence<input type="checkbox"/> Passport<input type="checkbox"/> An official letter to my address

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 e.g. recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Describe the specific information you are requesting: please provide as much detail as possible, such as relevant dates, references etc.:

I wish to receive the proof of the execution of the request:

- in electronic format
- by post
- Collect the information in person
- Go through the information with a member of staff
- View a copy of the information only

Declaration

I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the GDPR.

Signature:	Date of request:

Where to send your request:

The form should be uploaded to the contact form gdpr@imperio-group.com

Your request should be complied within the timescale. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met.