

DATA SUBJECT ACCESS REQUEST FORM

It is not mandatory to use this form, but it will help us to give an accurate and more expeditious response to your subject access request under Article 15 of the UK General Data Protection Regulation.

Please complete the table below and return the form to Timothy Halliday (Data Protection Manager) who can be contacted at timothyhalliday@ericwhitehead.co.uk or alternatively call the office on 01538 758907 if you require further assistance.

Date	
Title	
Surname	
Forename(s)	
Address	
Email address	
Preferred response format	
Other name(s) by which you have been known (e.g. maiden name, nickname generally used in lieu of your surname)	
Relationship to us	
Proof of ID enclosed/attached (ideally send a photocopy/scan of one form of photo ID)	
Description of your request, including information to help us locate the personal data you seek	