

Subject Access Request Form

Data protection legislation on the UK provides you with the right to receive a copy of the data we hold about you, or to authorise someone to act on your behalf.

Please complete this form if you wish to see your data. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Section 1

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 Mrs Ms Miss Other - _____

Full Name: _____

Date of Birth: _____ (DD/MM/YYYY)

Address: _____

Post Code: _____

Previous Address: _____

Post Code: _____

Telephone Number: _____ **Email:** _____

If you are not the data subject and are acting on behalf of the individual who requires access to their personal information please complete **Section 2** of this form, and provide written authority or evidence of power of attorney.

Proof of Identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a certified copy of two documents such as your birth certificate, passport, driving license, official letter addressed to you at your address e.g. bank statement, 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.

I am enclosing the following certified copies as proof of identity (the data subject):

Birth certificate

Driving license

Passport

Official letter/utility

Personal Data

If you only want to know what information is held in specific records please indicate in the box below. 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 current name of the Team just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.

Details:

If you are now, or have been employed by Lane4 Management Group Ltd and are seeking personal data in relation to your employment please provide details of your job title and dates of employment in the box below.

Details:

Section 2

Please complete this section of the form with your 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 Mrs Ms Miss Other - _____

Full Name: _____

Date of Birth: _____ (DD/MM/YYYY)

Address: _____

Post Code: _____

Previous Address: _____

Post Code: _____

Telephone Number: _____ **Email:** _____

I am enclosing the following certified copies as proof of identity (authorised party):

*Birth certificate Driving license Passport Official letter

*A birth certificate alone can only be used if this shows the name for which records are sought. You will need an additional document to prove a change of name from that shown on the birth certificate (e.g. marriage certificate).

What is your relationship to the data subject? (i.e. spouse, parent, or legal representative etc.) _____

I am enclosing the following certified copy as proof of legal authorisation to act on behalf of the data subject:

Signed letter of authority

Lasting Power of Attorney (certified copy)

Evidence of parental responsibility

Other (give details): _____

Declaration

Data Subject

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 give my consent for Lane4 Management Group Ltd to process this information in order to carry out my request.

Name: _____ Signed: _____ Date: __/__/__

OR

Authorised Person (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject, and I give my consent for Lane4 Management Group Ltd to process this information in order to carry out my request.

Name: _____ Signed: _____ Date: __/__/__

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

I wish to:

Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in disk format)

†Receive the information by post

Collect the information in person

View a copy of the information only

Go through the information with a member of staff

†Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household.

Please send your completed form and proof of identity to dataprotection@lane4.co.uk, or mailed to:

The Data Protection Officer
Lane4 Management Group Ltd
St Mark's House, Station Road
Bourne End
SL8 5QF

Lane4 is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this subject access request.