

Subject Access Request

General Data Protection Regulations (GDPR)



Important, the attached form must be completed in full before releasing any personal data.

Purpose

The General Data Protection Regulations “GDPR” gives individuals the right to receive a copy of out what personal data a company holds about them, why it holds it and to who it is disclosed to. This is set out in Article 15 of the GDPR. This is known as a Subject Access Request “SAR” and an individual may formally submit a SAR in writing to the company.

Although not mandatory to submit a SAR using this form, it will greatly aid Distribution Technology “DT” in servicing your request in a timely fashion. Depending on how you have submitted your SAR it may be impractical for us to respond in the same way due to technical or security constraints. In this case we will ask you for a more appropriate method of address.

Guidance Notes

The following form must be completed in full, signed and dated by the person “The Data Subject” or an authorised legal entity such as a lawyer or appointed person who holds “Power of Attorney” acting for “The Data Subject” when submitting this SAR. In addition, to ensure that DT is releasing information to the rightful person you must also provide suitable proof of identity from each of the two categories as detailed below.

Category A “proof of identity” (1 item required):

- Photo passport or Photo driving license
- Valid UK Photo ID card or UK Citizen Photo ID card
- Birth or adoption certificate

Category B “proof of address” (2 items required):

- Utility Bill such as water, gas, electricity, or telephone
- Bank, building society or credit card statement
- Addressed Payslip or P45
- Valid insurance certificate

You must submit your SAR in writing to DT’s offices at the following address, if not submitting in person DT recommends using one of Royal Mail’s tracking / signed for services: -

FAO Data Protection Officer
Distribution Technology Ltd.
Sovereign House
Vastern Road
Reading
Berkshire
RG1 8BT

Alternately you may submit your form by email to our Data Protection Officer at: -

DPO@Distribution-Technology.com

In your request please ensure that you detail your relationship with Distribution Technology and try to be as specific as possible about the data you are interested in. Any information you provide will enable DT to locate your personal data as quickly as possible.

For further help you can call us on 0333 6000 500.

Administration Fee

There is no charge for an individual Subject Access Request. However, multiple copies or excessive repeat requests may be charged a reasonable fee based on administration costs.

Processing Your Request

Your SAR will be processed promptly, and DT will respond in writing, addressed to the Data Subject at the address detailed in your SAR within 30 (thirty) full calendar days from receipt of your request. Occasionally it may take us longer if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Please Note: Failure to submit a signed formal request with suitable identification may delay the processing of your request or may lead to it being rejected.

DT is registered with the Information Commissioners Office “ICO” and more information can be found about Subject Access Requests, GDPR and the ICO at <https://ico.org.uk/for-the-public/personal-information/>

Subject Access Request Form

General Data Protection Regulations (GDPR) 2016: The information disclosed under this Subject Access Request is governed by the General Data Protection Regulations (GDPR) 2016 and all parties detailed within this form accept and acknowledge their responsibilities in maintaining data security.

1. Details of the person (Data Subject) requesting this information

Title:	
Surname:	
Forename(s):	
Address (current):	
Telephone number:	
Email Address:	
Maiden or other known as surname(s):	
Date of Birth:	/ /
Previous address if less than 3 years at current:	

2. Proof of identity

Identification provided:		Attach a scanned copy and counter sign.
ID Reference No(s).		

3. Details of information or actions required

Relationship to Distribution Technology:	
Details of your request:	

4. Only complete this section and 5 if you are acting on the Data Subjects behalf.

Title:	
Surname:	
Forename(s):	
Address (current):	
Telephone number:	
Email Address:	
Date of Birth:	/ /
Relationship to the Data Subject:	
Legal Authority enclosed:	<input type="radio"/> Lasting or Enduring Power of Attorney <input type="radio"/> Letter of Authority <input type="radio"/> Other (give details)

Please delete or amend as applicable

5. Proof of identity if you are acting on the Data Subjects behalf.

Identification provided:		Attach a scanned copy and counter sign.
ID Reference No(s).		

6. The Data Subject Declaration

- I confirm that I am the Data Subject detailed in section 1 and 2, and that under the provisions of The General Data Protection Regulations “GDPR” 2016 I hereby request that Distribution Technology Ltd. provide me with details of my personal data as described in section 3.
- I understand that Distribution Technology is required to confirm the identity of the person making this request and as such I have supplied proof of identity as described in section 2 in line with the guidance notes attached.
- I understand that a false declaration or an attempt to impersonate another person in order to obtain information that I am not entitled to may be considered a serious breach of security, reported to the appropriate authorities and treated as a criminal offence.

Signed..... Date.....
To be signed by the Subject Date of Subject Access Request

7. Authorised Person Declaration (if applicable)

- I confirm that I am legally authorised to act on behalf of the Data Subject detailed in section 1 and 2, and that under the provisions of The General Data Protection Regulations “GDPR” 2016 I hereby request that Distribution Technology Ltd. provide me with details of the Data Subject as described in section 3.
- I understand that Distribution Technology is required to confirm the identity of the person making this request and as such I have supplied proof of identity as described in section 2 in line with the guidance notes attached.
- I understand that a false declaration or an attempt to impersonate another person in order to obtain information that I am not entitled to may be considered a serious breach of security, reported to the appropriate authorities and treated as a criminal offence.

Signed..... Date.....
To be signed by the Subject Date of Subject Access Request

!! Internal use only – Subject Access Request data release authorised by the DT’s Data Protection Officer: -		
Name.....	Signed.....	Date.....