

DATA SUBJECT ACCESS REQUEST FORM



SUBJECT ACCESS REQUEST FORM

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR") grants you the right to access your personal data held by First Tunnels Limited, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

Please read the attached guidance notes before completing this form.

NOTE: *This is not a mandatory form. Data Subject Access Requests made in other formats will also be accepted but this form is designed to speed up the process.*

Section 1 Applicant Details

Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section 7.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Title:

Forename(s):

Family Name:

Previous Family Name:

Other name(s) known by:

Date of Birth:

Details of any reference numbers issued by us:

If you are a current or former employee of First Tunnels Limited, please provide your employee identification number and your approximate dates of employment:

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Section 2 Applicant Contact Details

Current Address:

Postcode:

Daytime Telephone No.:

Email Address:

Previous Address:

Postcode:

Section 3 Proof of Applicant's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B. Please indicate which ones you are supplying.

Please **DO NOT** send an original passport, driving licence or identity card.

If you do not have any of these forms of identification available, please contact our customer service team on 01282 601253 or sales@FirstTunnels.co.uk for advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

List A (photocopy from one of below)		List B (plus one original from below)*	
Passport	<input type="checkbox"/>	A letter sent to your current address from us.	<input type="checkbox"/>
Photo Driving Licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>

* Any original documents will be returned by first class post.

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Section 4 Details of Information Required

Please use this space to give us details about the information that you are requesting, for example by stating specific documents you require (use extra sheets if necessary). Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

Please indicate whether you would like:

☐

Hard Copy

☐

Electronic Copy

Section 5 Timescale

If you have specific reasons for requiring data by a specific date please give details below:

Date required:

Reason (please state and supply supporting evidence)

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Section 6 Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that First Tunnels Limited may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:

Date:

Section 7 Representative Details

(If completed First Tunnels Limited will reply to the address you provide in this section)

Name of Representative:

Company Name:

Address:

Postcode:

Daytime Telephone No.:

Email Address:

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Section 8 Proof of the Representative's identity

In order to prove the applicant's identity, we need to see copies of two pieces of identification, one from list A and one from list B. Please indicate which ones you are supplying.

Please **DO NOT** send an original passport, driving licence or identity card.

List A (photocopy from one of below)		List B (plus one original from below)*	
Passport	<input type="checkbox"/>	A letter sent to your current address from us.	<input type="checkbox"/>
Photo Driving Licence	<input type="checkbox"/>	Utility bill showing current home address	<input type="checkbox"/>
Foreign National Identity card	<input type="checkbox"/>	Bank statement or Building Society Book	<input type="checkbox"/>

* Any original documents will be returned by first class post.

Section 9 Authority to release information to a Representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

I hereby give my authority for the representative named in Section 7 of this form to make a Data Subject Access Request on my behalf under the GDPR.

Signature of Applicant:	<input type="text"/>	Date:	<input type="text"/>
Signature of Representative:	<input type="text"/>	Date:	<input type="text"/>

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DATA SUBJECT ACCESS REQUEST GUIDANCE

Please read before filling in the Subject Access Request Form

Which sections should I complete?

Section 1, Section 2, Section 3, Section 4 and Section 6 should be completed for all applications.

Section 7, Section 8 and Section 9 (Representative Details and Authority to Release Information to a Representative) should only be completed if the application is being made by a representative (i.e. someone other than the data subject themselves).

Section 3 (Proof of the applicant's identity) - If you do not have any of the forms of identity listed, we may in exceptional circumstances accept alternatives for consideration.

This form is designed to assist the process of making a subject access and, as a consequence, may speed the process up; but it is not mandatory, all subject access requests made in other formats will also be processed.

What information will help with the processing of my subject access request?

Identification of relevant records will be easier if you can provide any references issued by First Tunnels Limited.

If you cannot provide us with satisfactory proof of identity, your application will be rejected.

What information does First Tunnels Limited hold?

Please see our Privacy Statement at www.firsttunnels.co.uk/privacy-statement as to what information we may hold.

If you are an employee or applicant for employment, please see the specific Privacy Notice previously supplied to you (copies available on request).

Is there a fee payable?

There is no fee payable for making a Data Subject Access Request unless requests are manifestly unfounded or excessive, in which case we may refuse to act on the request, or charge a reasonable fee to provide the information.

You are entitled to one free copy of the personal data requested, but we may charge a reasonable fee for any further copies requested.

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Act, and have provided sufficient information, you should receive a response within one calendar month from the date that we accept your application for processing. In certain circumstances we may need to extend this time period by up to a further two months.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to get a quicker disclosure.

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The form includes a section for giving details if you need a disclosure by a certain date. No guarantee can be given that a disclosure will be completed by that date but we will endeavour to comply with reasonable requests for expedited action.

Can you refuse to give me my data?

If your request is manifestly unfounded or excessive, we are able to refuse to act on the request.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Checklist

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Have you completed all relevant sections of the form?

☐

Have you provided as much information as possible to enable us to find the data you require?

☐

Have you enclosed two pieces of identification from the lists in Section 3 (one from each of A and B)?

☐

If you are submitting the form yourself, have you signed the declaration at Section 6?

☐

If you are a representative, has your client signed the authority in Section 9 or provided a separate signed note of authority?

Please send your completed form and proof of identity to:

First Tunnels Limited,
Unit 5 Metcalf Drive,
Altham Business Park,
Altham,
Accrington,
BB5 5SJ