

APUC Data Subject Access Request Form (GDPR TEM004)

You should complete this form if you would like us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the UK General Data Protection Regulation (UK GDPR) We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

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SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES:** I am the data subject. I enclose proof of my identity (see below).
(please go to section 4)
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).
(please go to section 3)

To ensure we are releasing data to the right person we may require you to provide us with proof of your identity and of your address. We will contact you promptly where identity verification is required.

If we are unable to verify your identity satisfactorily, we will refuse to progress your request.

SECTION 3: Details of the data subject (if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

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SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

A fee will not normally be charged for any request to access personal data. Where a request is deemed to be excessive or manifestly unfounded it may be refused, or an appropriate fee charged.

SECTION 5: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

1. Why we are processing your personal data

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2. To whom your personal data are disclosed
3. The source of your personal data

SECTION 6: Declaration

Please note that any attempt to mislead may result in prosecution.

I certify that the information given in this application to APUC Ltd is true. I understand that it is necessary for APUC Ltd to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed.....

Date

Office to Complete

Date Received:

Received By:

Reference Number: