

GENERAL DATA PROTECTION REGULATIONS- SUBJECT ACCESS REQUEST FORM

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf.

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

Proof of identity

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, 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.

Section1

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:

Surname / Family Name:

First Name(s) / Forenames:

Date of Birth:

Address:

Post Code:

Contact Number(S)

I am enclosing the following copies as proof of identity:

Birth certificate Driving Licence Passport An official letter to my address
 Utility Bill Bank or Credit card Statement Other form of ID

If none of these are available, please contact OpTek Systems 01235 539182

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Please specify precisely what personal data you are requesting, giving as much information as possible to enable us to locate the data including:

The specific documents or files you wish to see.

The names of any individuals or departments whom you believe may hold the personal data you have requested.

Any other information which will assist us in searching for the personal data you have requested. For example, if you are a current or past employee and are seeking personal information in relation to your employment please provide your Job title, dates of employment and any other relevant information.

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Section 2

Please complete this section with your details if you are acting on behalf of 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:

Surname / Family Name:

First Name(s) / Forenames:

Date of Birth:

Address:

Post Code:

Contact Number(S)

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copies as proof of identity:

Birth certificate Driving Licence Passport An official letter to my address
Utility Bill Bank or Credit card Statement Other form of ID

If none of these are available please contact The Data Controller, OpTek Systems, 01235 539182

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

Letter of authority Lasting or Enduring Power of Attorney
Evidence of parental responsibility
Other (give details):

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Declaration:

Either – 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 understand that OpTek Systems is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature

Date

OR – Authorised Person (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that OpTek Systems is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:

Signature

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 CD 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. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity to:

The Data Controller,
Unit 12/14 Blacklands Way
Abingdon Business Park
Abingdon
Oxford, OX14 1DY
UK
Or email to info@opteksystems.com

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