

General Data Protection Regulations (GDPR) Subject Access Request Form

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject with a right to receive a copy of the data/information we hold about you. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**.

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

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

Proof of Identity:

We require a 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 or 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.

Section 1: Please fill in your details (the data subject)

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
Surname/Family Name:		
First Name (s) / Forenames:		
Date of Birth:		
Address:		
Post Code:		
Previous Address 1:	Previous Address 2:	Previous Address 3:
Post Code:	Post Code:	Post Code:

I am enclosing the following copies as proof of identity:

Birth Certificate Driving Licence Passport Official letter to my address

If none of these are available contact our data protection team on 01248 719 210

Personal Information

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

Please tell us if you know in which capacity the information is being held. If you do not know the current names or department just tell us what you do know. If you do not know the exact dates, please give the year (s) that you think may be relevant.

Employment records

If you are now, or have been employed by Huws Gray and are seeking personal information in relation to your employment please provide details of your staff number and dates of employment.

Section 2

Data Subject Declaration:

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 Huws Gray 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

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 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'.

Documents which must accompany this application:

- Evidence of your identity (see section 1)

Please return the completed form to:

Data Protection Officer
Huws Gray Ltd
Llangefni Industrial Estate
Llangefni
Anglesey
LL77 7JA

Email: dataprotection@huwsgray.co.uk

Telephone: 01248 719 210

Huws Gray Ltd will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Huws Gray Ltd retention policy, will be disposed of in a safe and secure manner.