

General Data Protection Regulation 2016 – Subject Access Request Form

The General Data Protection Regulation (GDPR) 2016 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 to help us process your request. You will also need to provide **proof of 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 your proof of 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 license, 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.

Administration Fee:

Majenta Solutions' policy is not to charge for Subject Access Requests unless the request is manifestly unreasonable or the same request has been made on previous occasions.

Section 1

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 and not your own.

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:

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: 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:
Daytime Telephone Number(s)

Please provide proof of identity as detailed on page 1.

Proof of Identity: I am enclosing the following copies as proof of identity: Birth Certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An Official Letter to my Address <input type="checkbox"/> If none of these are available, please contact Majenta Solutions on _____ for advice.
What is your relationship to the data subject? (e.g. Parent, Carer, Legal Representative)
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject: Letter of Authority <input type="checkbox"/> Lasting or Enduring Power of Attorney <input type="checkbox"/> Evidence of Parental Responsibility <input type="checkbox"/> Other (give details):

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Declaration

Data Subject Declaration

I can 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 Majenta Solutions Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information to comply with this Subject Access Request.

Name:	
Signature:	Date:

OR

Authorised Person Declaration (if applicable)

I can confirm that I am legally authorised to act on behalf of the data subject. I understand that Majenta Solutions Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information 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.	

Section 3

<p>I wish to:</p> <p>Receive the Information in an electronic format <input type="checkbox"/></p> <p>Receive the Information by post* <input type="checkbox"/></p> <p>Collect the Information in Person <input type="checkbox"/></p> <p>View a Copy of the Information only <input type="checkbox"/></p> <p>Go Through the Information with a Member of Staff <input type="checkbox"/></p>
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*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 your proof of identity to:

Accounts Team

Majenta House

Coptfold Road

Brentwood

Essex

CM14 4BS