

Subject Access Request (SAR) Form

Important Information

As part of my business, I, John Davies, collect, hold, and process certain personal data about my clients (“data subjects”).

As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) to find out about my use of your personal data as follows:

- Confirmation that your personal data is being processed by me;
- Access to your personal data;
- How I use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long I hold your personal data;
- Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to my use of your personal data at any time and/or to object to my processing of it.

Please complete the required information and return it to me

By post addressed to:

John Davies, Subject Access Request, 81 School Lane, Kenilworth Warwickshire CV8 2GT
or

By email to :

jd.wellnes@dsl.pipex.com

marking the subject line : **Subject Access Request**

No fee is payable under normal circumstances

However I reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that I will incur in order to respond.

Page two of this document is a form to help clarify this SAR information. You do not have to use this form however, and may instead write to me using the same contact details.

After receiving your SAR, I may contact you to request additional supporting information and/or proof of your identity. This helps me to safeguard your privacy and your personal data.

I will respond to all subject access requests within one month of receipt and will aim to provide all required information to you within the same period. If I require more information from you, or if your request is unusually complicated, I may require more time and will inform you accordingly.

If you are making a subject access request on someone else’s behalf, please contact John Davies, Subject Access Request, 81 School Lane, Kenilworth Warwickshire CV8 2GT or jd.wellnes@dsl.pipex.com **before** making your request.

Subject Access Request (SAR) Form

| Your Details | |
|----------------------------|--|
| Title | |
| Forename(s) | |
| Surname | |
| Address (incl Postcode) | |
| Telephone Number | |
| Email Address | |

Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested below together with any additional information that may help me to locate your personal data and to confirm your identity.

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Declaration

By completing this form, you understand that you are making a Subject Access Request (SAR) under the GDPR for personal data collected, processed, and held about you by me that you are entitled to receive.

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form**. You warrant that you are the individual named and will fully indemnify John Davies for all losses and expenses incurred if you are not. I cannot accept requests in respect of your personal data from anyone else, including members of your family.

| Declaration | |
|-------------|--|
| Print Name | |
| Signature | |
| Date | |