

SUBJECT ACCESS REQUEST FORM INSTRUCTIONS

You should complete this form if you want 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 EU General Data Protection Regulations.

We will also provide you with information about any processing of your personal data that has been 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 to any requests and, in any event, within one month of our receipt of your written request, or our receipt of any further information we may ask you to provide to enable us to comply with your request.

If we are not able to respond to your request within a month, we will advise you of this and when we expect to be able to comply. We will, in any event, respond within three months of being in receipt of all information we require to comply with your request.

Please note that the information you supply in this form will itself be strictly controlled and used only for the purpose of identifying the data subject and the personal data you are requesting and for responding to your request.

Please also note that it is not compulsory to complete this form to make a request but doing so is likely to make matters administratively easier.