

SUBJECT ACCESS REQUEST FORM

Section 1

Details of the person requesting information.

Full Name.....

Address.....

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.....

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Contact Telephone Number.....

Email.....

Section 2

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and your address.

We require sight of original documents or copies certified by a solicitor.

Please do not send original documents to us in the post or by any other means. If you wish to prove your identity with original documents, then please make an appointment to attend at our offices in person.

Please supply us with one the following from each of the sections below:-

1. Proof of identity: a valid Passport or Photo Driving Licence or National Identity card or Birth Certificate.
2. Proof of address; Utility Bill or Bank Statement or Credit Card Statement which are dated within the previous months to the date of your request; or a current Driving Licence, or current TV Licence, or current Local Authority Council Tax bill, or current HMRC tax document.

Please note that if we are unable to obtain suitable verification of identity, we reserve the right to refuse to action your request.

Are you the data subject?

Yes, I am the data subject; I enclose proof of my identity

No , I am acting on behalf of the data subject and enclose the data subject's written authority and proof of the data subject's identity and my own identity.

Section 3

If you are acting on behalf of the data subject, then please give details of the data subject.

Full Name:.....

Address.....

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Contact Telephone Number.....

Email.....

Section 4

Information about the collecting and processing of data

Please advise which of the following information you require by ticking the relevant box or boxes:-

- How we have processed your personal data
- To whom your personal data is disclosed
- The source of your personal data

Please return the completed form to our Compliance Officer, Fiona Shinner, Parker Rhodes Hickmotts, The Point, Bradmarsh Way, Bradmarsh Business Park, Rotherham, South Yorkshire, S60 1BP

Email: fionashinner@prhsolicitors.co.uk

Telephone number: 01709 511100

Section 5

Follow-up Procedures

If after you receive the information requested you believe that either the information is inaccurate or does not relate to you, please notify our Compliance Officer Mrs Fiona Shinner at the above address **immediately**.

Please also contact Mrs Shinner to advise as to any concerns regarding whether we should continue to be holding your data or concerns about whether we are using your data for a purpose of which you are unaware.

Declaration

I confirm that I have read and understood the terms of this subject access request form and certify that the information given in this application is true.

I understand that it is necessary for Parker Rhodes Hickmotts to confirm my/the data subject's identity in order to process the request and locate and provide the correct personal data.

Signed **Dated**