

Subject Access Request Form

C-Pro Direct invites you to use this form to submit a Subject Access Request. We will only use the information in this form in connection with the processing of this Subject Access Request. The form is to aid the processing of the Subject Access Request and make it easier for you to include all the details of your request.

1. Details of the person requesting the Information:

Full Name:	
Previous Name(s):	
Current Address:	
Contact Phone Number (including area code):	
Email Address:	

2. Are you the Data Subject? Tick the box that applies.

- I AM the Data Subject and enclose evidence of my identity.
- I am NOT the Data Subject, but am acting on their behalf as their personal representative. I have written authority, which I enclose and evidence of their identity.
- I am NOT the Data Subject, but I am acting on their behalf as their parent or legal guardian and enclose evidence of their identity.

3. Details of the Data Subject (if different to 1)

Full Name:	
Previous Name(s):	
Current Address:	
Contact Phone Number (including area code):	
Email Address:	

4. Describe the specific information you are requesting; please provide as much detail as possible, such as relevant dates, references etc.

5. Declaration

I declare that the information given by me is, to the best of my knowledge correct and that I am entitled to apply for access to the information referred to above, under the terms of the UK Data Protection Act.

Signature:	Date:

Once C-Pro Direct has all the required information, your request should be complied with within one calendar month. In exceptional circumstances where it is not possible to comply within this period you will be informed of the delay and given a timescale for when your request is likely to be met.

In certain circumstances, the UK Data Protection Act which includes all aspects of the General Data Protection Regulation (GDPR), permits the Company to withhold information, for example information likely to cause serious harm to the physical or mental health condition of you, or any other person. Information relating to or provided by a third person who has not consented to the disclosure, including images removed.

Please send your completed form, along with proof of identity to:

Stella Morris – Information Security Officer
 C-Pro Direct Ltd
 7A Enterprise Way
 Edenbridge
 Kent
 TN8 6HF

Tel: +44 (0) 1732 860158

Email: dataprotection@c-prodirect.co.uk