

# General Data Protection Regulation - 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 if you wish to see what data we hold on you. You will also need to provide proof of your 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 proof of your identity before we can disclose personal data. Proof of your identity should include a copy of one document from Option A and one from Option B. **Option A:** birth certificate, passport, driving licence. If you've changed your name please supply relevant documents to evidence this change. The document should clearly show your name and date of birth. **Option B:** an official letter addressed to you at your address, such as: a bank statement, recent utility bill or council tax bill. The document from Option B should include your name and current address and should not be more than three months old.

**Administration fee:** There is no charge for Subject Access Requests.

## Please complete the following details:

Data subject's full name		Date of birth
Address	Postcode	Addresses (previous, covering 3 years)
Email address		Telephone

## I enclose the following as proof of identity:

**Option A:**  Birth certificate  Driving licence  Passport **Option B:**  An official letter to my address

## Details of information required

Please tell us what information you require together with any specific dates you may have. If you are now, or have been employed by Danbro and are seeking personal information in relation to your employment please provide your staff number if known and details of employment.

--

## Declaration

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to who it relates. I understand that Danbro is obliged to confirm Proof of Identity and it may be necessary to obtain further information in order to comply with this Subject Access Request.

Name	Signature	Date (DD/MM/YYYY)
------	-----------	-------------------

## I would like to:

Receive the information in electronic form  Receive information by post  Collect the information in person

**Once completed, please return to: Data Officer, Danbro, Jubilee House, East Beach, Lytham St Annes, FY8 5FT, alternatively email [data.officer@danbro.co.uk](mailto:data.officer@danbro.co.uk)**

Please be aware that if you wish us to post the information out to you, we will take care to ensure that it is addressed correctly. However, Danbro cannot be held liable if the information is lost in the post, incorrectly delivered or opened by another person in your household.