**Subject Access Request Form**

Under the UK Data Protection Act 2018 (which implements the EU’s GDPR standards), you have the right to access your Personal Data and to see a copy of that information. If you wish to do this please complete this form.

You will need to provide evidence of your identity to get the process started. We will normally respond to your request within one month from the date of the request. Where the nature of the request is particularly complex, this time period may be extended to three months and we will tell you if this is the case. We will respond to your request in writing.

If the information contains details of another person, we may need to ask their consent before we can provide that information to you.

**If you are the Data Subject:**

Please complete this form and submit evidence of your identity, e.g. driving licence, birth certificate, a recent utility bill with your name and address (or photocopy) by post to Robert Higginson, Par Equity, 3A Dublin Meuse, Edinburgh, EH3 6NW

|  |  |
| --- | --- |
| Section 1 Your Personal Details | |
| First Name |  |
| Surname |  |
| Address |  |
| Post code |  |
| Telephone Number |  |
| Date of Birth |  |
| Are you the data subject (the person on whom the information is held)? YES/NO\* | |

\*please circle the correct answer

If you are unable to use this form to make a subject access request, please provide your request in writing to Robert Higginson at Par Equity, 3A Dublin Meuse, Edinburgh, EH3 6NW.

Please ensure you provide all of the information requested as we need this in order for us to process your request. Missing information could result in a delay to the start of that process.

**If you aren’t the Data Subject:**

Are you acting on behalf of the Data Subject with their written authority? If so, please complete and return this form along with the written and signed authority of the data subject to the relevant person above.

|  |  |
| --- | --- |
| Section 2 - Details of the Data Subject (if different to those given above) | |
| Name |  |
| Address |  |
| Postcode |  |
| Date of Birth |  |
| Your relationship to the Data Subject | (briefly describe your relationship with the Data Subject that leads you to make this subject access request, eg. spouse, legal advisor - we will also require evidence to support your relationship with this person) |

|  |
| --- |
| Section 3 - Information Required |
| Please be as specific as you can in describing the information you would like to obtain, together with any other relevant information. This will help us to identify the information you require: |

**Fees**

In most instances we will provide the information free of charge, however we reserve the right to charge a fee when we receive excessive requests from the same person or repeat requests for the same data.

In these cases, a fee based on the administrative cost of providing the additional copies will be applied.

**Declaration**

I certify that the information given on this application form is true. I understand that it is necessary for the company to confirm my/the Data Subject’s identity and it may be necessary to obtain more detailed information in order to process my request. I understand that the response period of one month, stipulated in the Data Protection Act, will not commence until Par Equity has all the information they need to respond to my request.

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Date |  |

Please be aware that Par Equity must receive evidence of your identity before we are able to release any information.

**Information required:**

Evidence of your identity

Evidence of the Data Subject’s Identity (if different from above)

Evidence of your relationship with Data Subject (if applicable)

Data Subject’s written consent (if applicable)