



Subject Access Request Form

Please complete this form in full if you wish to request us to supply you with a copy of any personal data, we hold about you. You are entitled to request this information under the General Data Protection Regulations (GDPR) which came into the effect on 25th May 2018.

We will endeavour to respond promptly and within one month of the latest of the following:

- 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.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

Full name:	
Address:	
Postcode:	
Tel No:	
Email Address(es):	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

I am the data subject

I enclose proof of my identity (see below). (Please go to Section 4)

I am not the data subject

I am acting on behalf of the data subject. I have enclosed the data subject's written authority, where possible and proof of the data subject's identity and my own identity (see below). (Please go to Section 3)

To ensure we are releasing data to the right person we require you to provide us with proof of your identity. Please supply us with a photocopy or scanned image (do not send the originals) of one of each of the following:

- Passport
- Current photo driving licence
- National Identity card,
- Full birth certificate

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3 Details of the data subject (if different from Section 1)

If you are submitting a Subject Access Request on behalf of the data subject, please provide the following information which relates to the data subject and their employment with Denby:

Data Subjects Full Name at the time of employment

Data Subjects National Insurance Number

Data Subjects Employee Number for the duration of employment

Data Subjects Area of Work (this should be the last area worked in prior to leaving the Company)

SECTION 4: What information are you seeking?

Please confirm the information you are requesting. Please provide any relevant details you think will help us to identify the information you are requesting.

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

We reserve the right not to provide you with copies of information requested if, in accordance with GDPR to do so would take “disproportionate effort”, or to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

SECTION 5: Declaration

Please note that any attempt to mislead may result in prosecution.

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 to The Denby Pottery Company Ltd is true. I understand that it is necessary for The Denby Pottery Company Ltd to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date

Documents which must accompany this application:

- Evidence of your identity (see Section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

Data Privacy Team, The Denby Pottery Company Ltd, Pottery Lane, Denby, Derbyshire, DE5 8NX or dataprotection@denbypottery.com.

Thank you for completing this form. You will be contacted in due course to confirm the next steps of your request.