



Subject Access Request

Please complete the details requested with as much information as possible to enable us to comply with

Name of requester:	
Request submitted to:	
Information being requested: Please provide specific details of the information you require, including information relating to storage locations and any additional detail that may enable us to locate the information required.	

your subject access request.

The length of time required to comply with this request will depend on the nature of the information requested, but in any event should take no longer than 30 days. In exceptional circumstances (eg. particularly complex) an extension to this time may be required. You will be notified if this is the case.

Declaration

By submitting this form you are making a Subject Access Request under the General Data Protection Regulation for information held about you by de Poel UK Limited.

You warrant that you are the individual named in the request and that you are fully liable for any losses or expenses incurred if you are not. The Company cannot accept subject access requests relating to anyone else, including members of your direct family.

Name:	
Signature:	
Date:	

Received and acknowledged by:	
Date:	



Version number:	<i>V0.1</i>	Replaces:	
Policy owner:	<i>Data Protection Officer</i>	Related documents:	<i>Data Protection Policy (Umbrella Paraplius)</i> <i>Data Protection Policy (e-tips)</i> <i>Data Protection Policy (Employer)</i>