



SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. We will also let you know how we've processed your personal data, how long we will keep it for, and your data subject access rights.

We will try to respond promptly and within one month after:

- Our receipt of your request; or
- Our receipt of any further information we may ask you to provide to help us to comply with your request.

We will only use the information you supply in this form 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 if you do it will make it quicker for us to process your request.

Section 1: Details of the person requesting information

| | |
|---|--|
| Full name: | |
| Alternative name or aliases that we might know you by | |
| Address | |
| Contact telephone number | |
| Email address | |

SECTION 2: Are you the data subject?

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

YES: I am the data subject. I enclose proof of my identity (see below).

(please go to section 4)

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority 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 and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

1) Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

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

| | |
|---|--|
| Full name: | |
| Alternative name or aliases that we might know you by | |
| Address | |
| Contact telephone number | |
| Email address | |

SECTION 4: What information are you seeking?

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

If the information you have requested contains information 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.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation not to provide you with copies of information requested if 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: Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

SECTION 6: Format of Data Required

If we do find personal information about you, how would you like to receive it ?

- Email
- Post

SECTION 7: Declaration

I note that any attempt to mislead may result in prosecution.
I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for Be the Business 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

| | |
|--|--------------------------|
| Document checklist | |
| • Evidence of your identity (see section 2). | <input type="checkbox"/> |
| • Evidence of the data subject's identity (if different from above) | <input type="checkbox"/> |
| • Authorisation from the data subject to act on their behalf (if applicable) | <input type="checkbox"/> |

Please return the completed form to:

Data Protection Officer

Be the Business

5th Floor, 26-28 Glasshouse Yard

London

EC1A 4JU

Email: dpo@bethebusiness.com