



DATA-SUBJECT
ACCESS REQUEST FORM

Please complete the form in block capitals using black ink. The following information is needed to help us give an accurate response to your enquiry as quickly as possible:

- the completed Request Form;
- either a certified copy of your passport or driving licence.

Information will be provided free of charge. However, a reasonable fee for administration will be charged should a request be manifestly unfounded or excessive, or if it is repetitive.

The information listed above should be sent to:

Data Protection Officer
Securitatem Installations Ltd
Unit 5 Roebuck Business Park
Ashford Road, Harrietsham
Kent, ME17 1AB

1. Details of Data Subject	
Surname:	
Forenames:	
Date of Birth:	
Home Address/Address to which Data should be sent	
Email Address:	
2. Relationship of Data Subject to Securitatem Installations Ltd	
Please provide details of your relationship with Securitatem Installations Ltd:	

3. Records Required	
Please specify or describe the document(s) you wish to see e.g. emails identifying me; relating to X matter sent by Y between March/April 2020.	
Document(s)	
Over what time period	

Please note that, the following sections of the Request Form should **only** be completed if you are making a request **on behalf of a Data Subject**.

4. Relationship of Data Subject to you	
Please provide details of your relationship with the Data Subject (e.g. relative, legal representative, employer, friend).	
1. Your Details	
Full Name/Entity Name:	
Address (please note that this is not the address to which data will be dispatched unless also stated at point 1):	
Email Address:	
2. Consent from the Data Subject	
If you are requesting data on behalf of a Data Subject, you will need to provide evidence of the Data Subject's consent in order for Securitatem Installations to provide any and/or all of the information requested in the Request Form (" Consent "). Such Consent should be signed by the Data Subject, reference this Request Form and state that the Data Subject consents to the provision to you by Securitatem Installations of all of the information requested.	
Please confirm that the Consent is appended to this Request Form:	Yes/No
4. Declaration	
I _____ certify that the information given on this Request Form to Securitatem Installations Limited is true. I understand that it may be necessary for Securitatem Installations to obtain more details from me in order to locate the correct information. I also understand that the one month period (which can be extended by to three months in the case of complex requests) in which Securitatem Installations must respond to my request under EU Regulation 2016/679 General Data Protection Regulation ("GDPR") only commences when Securitatem Installations has sufficient information to process my request.	