

GDPR – Subject Access Request Form

PART 1

Date / /

Please provide the following details about yourself:

Full name

Address

.....

Postcode

Tel No

E-mail

PART 2

If you are requesting information about yourself and you are the data subject, documented evidence of your identity is required. Please provide one of the following;

- Driving licence (Photocopy)
or
- Passport (Photocopy)

As well as one of the requested proof of identity, please provide the following as proof of address;

- Utility Bill for proof of address (Original, less than 3 months old)

PART 3a

Please describe the information you seek together with any other relevant information to help us to identify and provide the information you require.

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Please send this request to the following address by post;

FAO: Paul Baxter
Corporate Direct (Europe) Ltd
4 – 6 Commonwealth Close
Leigh Business Park
Greater Manchester
WN7 3BD

For a copy of Corporate Direct (Europe) Ltd policy regarding Subject Access Request please go to the website [www.corpteluk.com/provacy policy/subject access request](http://www.corpteluk.com/provacy_policy/subject_access_request) or request a copy be emailing gdpr@corpteluk.com

REQUESTING INFORMATION ON BEHALF OF ANOTHER PERSON

PART 1b

If you are requesting information on behalf of another person, please provide your details below;

Company

Full name

Address

.....

Postcode

Tel No

E-mail

PART 2b

If you are requesting information on behalf of another individual, please provide written or documented evidence of their consent

PART 3b

Please briefly explain why you are requesting this information rather than the data subject.

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PART 4b

Please briefly explain why you are requesting this information rather than the data subject.

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PART 4c

Please describe the information you seek together with any other relevant information to help us to identify and provide the information you require.

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Please send this request to the following address by post;

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