

## 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. You are entitled to receive this information under the EU General Data Protection Regulation (GDPR), effective 25 May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one calendar 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.

To ensure we are releasing data to the right person, in circumstances where we have any reasonable doubt concerning the identity of the person making the request, we may require the provision of additional information necessary to confirm the identity of the data subject and the legitimacy of the request. If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant 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.

### 1) Details of the person requesting information

Full Name

Address (including postcode)

Contact Telephone Number

Contact Email Address

### 2) 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.

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.

While in most cases we will be happy to provide you with copies of the information you request free of charge, we nevertheless reserve the right, in accordance with Article 12 of the GDPR 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.

### 3) Declaration

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 to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Please save this file to your computer and then attach and submit to (email address) [Privacyadmin@Transact24.com](mailto:Privacyadmin@Transact24.com)