

ARTISAN ABODE

Subject Access Request Form

To make a request to access data stored by Artisan Abode you must complete this form.
For more information visit artisanabode.co.uk

1 Data Subject Details – details about the Data Subject

Title _____
First name(s) _____
Surname _____
Day time telephone number _____
Mobile telephone number _____
Email _____
Date of birth _____

Identification provided

We require two of the following

- Valid passport
- Valid driving licence
- Birth certificate
- Utility bill – within the last three months
- Bank statement – within the last three months
- Current vehicle registration document

Details of data requested

If you are making an application on your own behalf, continue to 2. Alternatively, if you are making an application on behalf of another person, please go to 1.1.

1. Request on behalf of another person

Are you acting on behalf of the data subject with their legal authority? (*Please tick*)

Yes

<input type="checkbox"/> No

Please enclose proof that you are legally authorised to obtain this information.

- Letter of authority
- Power of attorney
- Other

Your details

Title _____

First name(s) _____

Surname _____

Day time telephone number _____

Mobile telephone number _____

Email _____

Date of birth _____

Please provide identification as noted in 1 above

2. Declaration

I hereby confirm that I request Artisan Abode provide me with the data identified above, and I have supplied all identification requested by Artisan Abode in this form

Signature _____

Print name _____

Date _____

3. Submit your request

Send your completed form together with any required identification/authorities to:

Subject Access Request, Data Protection Officer, Artisan Abode, Riverside, Fore Street, Bovey Tracey, TQ13 9AF.

Please note

- A record of all Subject Access Requests is maintained by the Data Protection Office.
- Requests can take 30 days to be processed.

- We may require additional information to verify your identity before releasing personal information.