General Data Protection Regulation 2016 – Subject Access Request Form

The General Data Protection Regulation (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form to help us process your request. You will also need to provide **proof of identity.** Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of Identity:

We require your proof of identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving license, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Administration Fee:

Majenta Solutions' policy is not to charge for Subject Access Requests unless the request is manifestly unreasonable or the same request has been made on previous occasions.

Section 1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject and not your own.

Title:	Mr 🗌	Mrs 🗌	Ms 🗌	Miss 🗌	Other -			
Surname / Family Name:								
First Name(s) / Forenames:								
Date o	f Birth:							
Addres	ss:							
Post Co	ode:							

Previous Addresses:	T						
Trevious Addresses.							
Post Code:							
Daytime Telephone Number(s)							
Book California							
Proof of Identity:	ios as proof of identity						
I am enclosing the following cop	ies as proof of identity:						
Birth Certificate Driving Lic	cence Passport	An Official Letter to my Address					
Sittin der tillioute 🖺 Sitting Ein		7.11 official zector to 111, 7.1aaress					
If none of these are available, pl	ease contact Majenta Solu	itions on 01277 236 244 for advice.					
Personal Information:							
If you only want to know what i	information is held in spec	cific records, then please indicate this in					
the box below.	·	•					
Please tell us if you know in which	ch capacity the information	n is being held, together with any names					
1		me of your point of contact or the team					
		not know specific dates, please give the					
year(s) that you think may be re	levant.						
Details:							
Details:							
Employment Records							
Zimpioyiment necords							
If you are now, or have been	employed by Majenta S	Solutions Ltd and are seeking personal					
information in relation to your employment please provide details of your Dates of Employment							
and the department of which yo		. ,					

Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

evidence of your identity as well as that of the data subject and proof of your right to act on their behalf. Title: Mr Mrs M Ms \square Miss \square Other -**Surname / Family Name:** First Name(s) / Forenames: Date of Birth: Address: **Post Code: Daytime Telephone Number(s)** Please provide proof of identity as detailed on page 1. **Proof of Identity:** I am enclosing the following copies as proof of identity: An Official Letter to my Address Birth Certificate Driving Licence 🗌 Passport If none of these are available, please contact Majenta Solutions on for advice. What is your relationship to the data subject? (e.g. Parent, Carer, Legal Representative) I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject: Letter of Authority Lasting or Enduring Power of Attorney Evidence of Parental Responsibility Other (give details):

If you are NOT the data subject, but an agent appointed on their behalf, you will need to provide

Declaration						
Data Subject Declaration						
that I am the person to whom it relates	s. I understan	form is correct to the best of my knowledge and id that Majenta Solutions Ltd is obliged to confirm to obtain further information to comply with this				
Name:						
Signature:		Date:				
OR						
Authorised Person Declaration (if appl	licable)					
		on behalf of the data subject. I understand that of identity/authority and it may be necessary to				
obtain further information to comply w	vith this Subj	ect Access Request.				
Name:						
Signature:		Date:				
Signature:		Date.				
Mayeing A naveau who unlowfully abtai		to abbain data is quilty of a spirainal offense and is				
liable to prosecution.	ins or attempt	s to obtain data is guilty of a criminal offence and is				
Section 3						
I wish to:						
_						
Receive the Information in an electronic format \square						
Receive the Information by post*						
Collect the Information in Person \Box						
View a Copy of the Information only						
Go Through the Information with a Member of Staff						

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send	your com	pleted form	and your	proof of	f identity	/ to:
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Accounts Team

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Essex

CM14 4BS