

Data Subject Access Request

Under the new requirements of EUGDPR (General Data Protection Regulation) a data subject (an individual who is the subject of the personal data) has the right to request access to view, change or delete any personal data we may hold about you,

If you wish to submit a request about personal data, then we will require a Data Subject Access Request Form to be completed (see below).

You will need to be specific about the information you require and the reason for your request (either to access your data, to withdraw consent, to rectify data or to have your data deleted). The company will consider your request and respond within 28 days. Further verification of your identity may be requested.

If you are acting as a representative, the data subject (whose data is being requested) must give written authorisation for the data to be released.

The form may be printed and sent in the post or sent via email to:

Data Protection Officer
Integrity Print Ltd
Westfield Trading Estate
Midsomer Norton
Bath
BA3 4BS

dpo@integrity-print.com

Data Subject Access Request Form

Name of Data Subject (In full)
Current Address:
Date of Birth:
Email:
Employee number:
Daytime telephone number:
<p>By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the company that you are eligible to receive or to withdraw consent or to have data rectified or deleted. You may be requested for further evidence of your identity.</p>
Reasons for the Request Access to Data held <input type="checkbox"/> Rectify Data <input type="checkbox"/> Delete Data <input type="checkbox"/> Withdraw Consent <input type="checkbox"/>
Required information (and any relevant dates):
<p>To help us search for the information you require, please let us know the data you require with as much detail as possible (e.g. copies of emails between 'A' and 'B' from 1 May 2017 to 6 September 2017)</p>
<p>By signing below, you indicate that you are the individual named above. The company cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not.</p> <p>Please return this form to the Data Protection Officer or email dpo@integrity-print.com</p>
Data subject signature or Data subject representative:
Date:
<p>We will make every effort to process your data subject request as quickly as possible within 28 calendar days. However, if you have any queries whilst your request is being processed, please do not hesitate to contact us.</p>