

# HUCKLETREE

## Data Subject Access Request Form

You should complete this form if you want Huckletree Ltd to supply you with a copy of any personal data we hold about you. The Data Protection Act (DPA) 2018 and the EU General Data Protection Regulation (GDPR) 2016 provide you with a right of access to personal data Huckletree Ltd holds about you.

We will respond promptly, and in any event within one month of the date of receipt of this request for personal data. In accordance with the Data Protection Act 2018, the one month we are allowed in producing your records containing personal data may be suspended while we await receipt of any further information requested by us.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and for responding to your request. 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 of decision.

**Sections 1-6 must be completed by you as appropriate to your Data Subject request**

**Section 7 is for Huckletree Ltd use only**

### **Correcting Information**

If after you have received the information you have requested, you believe that:

- a. the information is inaccurate or out of date, or
- b. we should no longer be holding the information,
- c. we are using your information for a purpose of which you were unaware,
- d. we have passed inaccurate information about you to someone else,

then you should notify Huckletree Ltd Data Protection Officer at once, giving your reasons. We will then review the information and may amend your personal data in accordance with your wishes. Alternatively, we may notify you, giving reasons, as to why it believes the information, we hold about you is in fact accurate and relevant and is being processed for fair and lawful purpose.

# HUCKLETREE

## SECTION 1: Are you the Data Subject?

*'Data Subject' - Any person whose personal data is being collected, held or otherwise processed.*

### 1.1 Please tick the appropriate box:

- YES: I am the Data Subject.
- NO: I am acting on behalf of the Data Subject.

### 1.2 Consent given by Data Subject (to be completed by the Data Subject if answered 'No' to above question)

I the Data Subject hereby give my consent for the following named person (full name of third party) to act on my behalf in relation to this request and authorise Huckletree Ltd to disclose any personal data about me held by Huckletree Ltd:

Full Name of third party: .....

Signed (Data Subject): ..... Date: .....

## SECTION 2: Details of the Data Subject

*To ensure Huckletree Ltd is releasing data to the correct person, the Data Subject will be required to provide Huckletree Ltd with proof of identity and address. This information is required in all cases. If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.*

*Please supply Huckletree Ltd with a photocopy or scanned image (do not send the originals) of one of both of the following:*

### 2.1 Proof of Identity (ID) (one of the following items)

- Passport ( photocopy must include personal details and photo)
- Photo driving licence
- National identity card

### 2.2 Proof of Address (one of the following items which must show the Data Subject Name and full address)

- Utility bill
- Bank statement
- Credit card statement (no more than 3 months old)
- Current TV licence
- Local authority tax bill
- HMRC tax document (no more than 1 year old)
-

# HUCKLETREE

**2.3 Please complete the following in respect of the Data Subject:**

<b>Full Name</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Contact telephone number</b>	
<b>Email address</b>	

## **SECTION 3: Details of the person requesting information (if acting on behalf of the Data Subject)**

**3.1 Please complete the following:**

<b>Full Name:</b>	
<b>Address:</b>	
<b>Contact telephone number:</b>	
<b>Email address:</b>	

# HUCKLETREE

## SECTION 4: 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, including:

- The list of personal data which you are requesting;
- The timeframe to, and from, that should be searched;
- Other relevant information which may assist us in identifying your personal data.

### 4.1 Please complete the following:

Type of Data	Timeframe (e.g. 2017-2018)	Additional Comments

## SECTION 5: Disclosure of CCTV images

If the information you seek is in the form of video images captured by Huckletree Ltd CCTV security cameras, you will be required to view the CCTV images on Huckletree Ltd premises.

### 5.1 Please completed the following:

- No, I am not seeking CCTV images as part of my request.
- I wish to view the CCTV images on Huckletree Ltd premises.
-

**SECTION 6: Declaration (to be completed by the data subject)**

I the Data Subject confirm that I have read and understood the terms of this Data Subject Access Request Form and certify that the information given in this application to Huckletree Ltd is true. I understand that it is necessary for Huckletree Ltd to confirm the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the personal data.

Name .....

Signed ..... Date .....

**Please return the completed form to:**

Email: [dataprotection@huckletree.com](mailto:dataprotection@huckletree.com)

**Or send your request by post to:**

The Data Protection Officer  
Huckletree Ltd  
Alphabeta Building  
18 Finsbury Square,  
London EC2A 1AH

---