

Link Controls Ltd.

Registered Office

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SUBJECT ACCESS REQUEST FORM

Please complete this form if you want us to supply you with a copy of any personal data we hold about you. 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.

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.

YOUR DETAILS

Name	
Address	
Tel No	
Email	

DETAILS OF THE DATA SUBJECT

- a. I am the data subject. I enclose proof of my identity (see below)
- b. I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).

Their name	
Their Address	
Their Tel No	
Their Email	

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

If you want information about any of the following, please tick the boxes:

Why we are processing your personal data

To whom your personal data are disclosed

The source of your personal data

IDENTIFICATION

We need to ensure that we are releasing data to the correct person. Please therefore include with this form two forms of identification, both for yourself and, if applicable, for the data subject, one from each of the lists below. Please send photocopies; do not send original documents.

List A	Passport, Driving Licence, Birth Certificate
List B	Utility Bill, Bank Statement, Credit card statement, Council tax bill N.B These should be less than 3 months old

If we are not satisfied that you are who you claim to be, we reserve the right to refuse to grant your request.

We aim to respond promptly and in any event within one 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.

You should note that if the information you request reveals details directly or indirectly about another person we will have to seek their consent 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, 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”.

DECLARATION

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given is true. I understand that it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... **Date**

Please return the completed form to:
GDPR Compliance
Link Controls Ltd
Stuart Road
Manor Park
Runcorn
Cheshire
WA7 1TS