



Subject Access Request Form

Your subject access rights

You have the right to a copy of the information that the company holds about you. You have the right to have any inaccuracies corrected.

You may also have the right to have your personal information erased; to restrict our use of your personal data; to object to our processing of your personal data; and to obtain and reuse your personal data for your own purpose across different services ('data portability').

If you wish to make a subject access request, please complete this form carefully and follow the instructions regarding the provision of proof of identity and details of how to return the form to the company.

The purpose of this form is to ensure that all necessary information to complete your subject access request is provided to the company. You are not obliged to use this form, please ensure your subject access request is in writing and includes your full name and address; your contact details; details of any specific information required and any relevant dates that can help the process of gathering.

The company will comply with the 20-working day time limit, which works out as 1 month under the General Data Protection Act (2018) from when the request was received.

Section 1 – Details of the data subject

Title:	Full Name:		
Date of Birth:		Gender:	
Address:			
			Post Code:
Email:			
Landline Number:			
Mobile Number:			

Section 2 – Are you the data subject?

Yes

If you are the data subject, please go to Section 4.

No

If you are acting on behalf of the data subject, please go to section 3.



Section 3a -

Details of the person requesting the information (if different to Section 1)

Title:	Full Name:		
Date of Birth:		Gender:	
Address:			
			Post Code:
Email:			
Landline Number:			
Mobile Number:			

3b

Relationship with data subject

Please describe your relationship with the data subject that leads you to make this request on their behalf:

3c

Consent from data source

A representative needs to obtain authority from data subject before personal data can be released. The representative should obtain the data subject's signature below, or provide a separate note of authority.

Signature

Date

.....

.....



**Section 4 –
Proof of identity**

In order to prove the data subject’s identity, we need copies of two pieces of identification, one from list A and one from list B below. Please indicate which ones you are supplying. Please do not send originals.

In addition, if you are acting on the data subject’s behalf, we also need to see evidence of your identity. Please send us two pieces of identification, one from list A and one from list B.

<p>List A Passport/Travel Document Photo Driving Licence National Identity Card ARC Card</p>	<p>List B A letter sent to you by the company Utility bill showing current home address Bank Statement or Building Society Book</p>
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**Section 5 –
Details of data required**

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continuing on a separate sheet if necessary):

**Section 6 –
Declaration**

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the company may need to obtain further information from me/my representative in order to comply with this request.

Signature of Data Subject/Representative

Date

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Please return the completed form to:

The Data Protection Manager
Yaxham Waters Holiday Park
Dereham Road
Yaxham
NR19 1RF