



Subject Access Request Form

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR), which will come into effect in the UK on 25 May 2018 and the Data Protection Act 2018.

Document Control

Organisation	Smart Systems Ltd
Title	Subject Access Request Form
Author	HRA & ITS
Approved By	CFO
Filename	Smarts Systems Ltd – Subject Access Request Form .docx
Revision Number	1.1
Revision Date	May 2018

Document Distribution

- This document will be made available to all current or former employees, workers and contractors, job applicants, customers, suppliers, members of the public and other interested bodies
- It will be available on our website, on the intranet or through line managers.

Name:
Daytime telephone number:
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Other details to assist with your enquiry eg employee number (see payslip), date job application submitted/account number:
By completing this form, you are making a request under the General Data Protection Regulation (GDPR) and the Data Protection Act for information held about you by the Company that you are eligible to receive.
Required information (and any relevant dates): Example: Emails between "A" and "B" from 1 May 2017 to 6 September 2017.
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. Please return this form to the HR Department .Smart Systems Ltd, Arnolds Way, Yatton, North Somerset BS49 4QN hr@smartsystems.co.uk Please allow 28 days for a reply.
Data subject's signature:
Date: