



Personal Data Request Form

1998 Data Protection Act

If you wish to gain access to the personal data that we hold about you as an individual, please complete the attached form and send it to the address on the form.

You must also provide copies of at least two documents to prove your identity. These could include your passport, driving licence or any other official document showing your name and address. If you are applying on behalf of someone else, you must send us a copy of the documents for you both.

To cover the cost of administration, we charge £10 for each request which should be enclosed with your identification documents.

Please note that all correspondence must be made by written letter or e-mail. We cannot give personal information over the telephone. However, you may if you wish make an appointment to visit Exceptional Electronics and meet a data protection officer. We can make this appointment as soon as the data has been gathered and at a convenient time for us both.

What happens next

When we have received your request form and the correct documents, our data protection officer will consider your request and ask all departments concerned to gather any data they have about you. At this point we will acknowledge your request and advise you the latest date by which we aim to provide this information. When we have collated the data, we will send you a copy of your details by post. You may at any time ask for a face-to-face meeting, but unless there are exceptional circumstances we will arrange only one meeting for each subject access request.

Terms and conditions

We, Exceptional Electronics Ltd, promise to:

- provide the information requested promptly (within the limits defined under the 1998 Data Protection Act)
- ensure that the information provided is complete and accurate
- correct any errors in its information as and when notified
- provide reasons why we hold the information
- provide details of the source of the information
- provide details of the people or organisations that might receive the information

We have the right to withhold information if:

- the information is being used to investigate crime or detect fraud
- the information was given as a confidential reference by the Exceptional Electronics Ltd
- the information is used for forecasting or planning resources and may affect future staffing levels
- the information could affect contract negotiations
- the information cannot legally be disclosed because it is 'professionally privileged' (contracts with government agencies might fall under this category)
- disclosure of information would in our opinion cause harm or distress to the person concerned (the 'data subject') or others closely associated with him or her

Means of Appeal

If you are unhappy with the results of the subject access request, you may contact the Information Commissioner for advice or to request arbitration. Contact: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 or 01625 545700.

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1. Are you making this request for information on your own behalf?

Yes Please go to part 4 No Please complete parts 2 and 3

2. If you are making this request for information on behalf of someone else, please state the nature of your relationship with that person.

Parent Guardian Legal representative

Other (*Please specify*)

3. If you are making this request for information on behalf of someone else, please provide the following information about yourself:

Name

Address

Contact phone no. *Please specify if you have a different day and evening contact no.*

E-mail address *If you would prefer all correspondence via e-mail please indicate*

If the applicant is not the data subject (the person we hold information on), we will always correspond with the applicant unless otherwise specified.

4. Please complete the following section, providing information about the **data subject***

Name *Include any previous names*

Address

Contact phone no. *Please specify if you have a different day and evening contact no.*

E-mail address *If you would prefer all correspondence via e-mail please tell us here.*

Date of birth *if under 18*

* **Data subject:** *Individual about whom Exceptional Electronics Ltd holds personal information.*

PART B – Information Required

5.

Please provide details of information held in the data subject's name

It would be helpful if you could provide as much information as possible to help us identify the records that you require

Reference numbers and departments where known

Further details or description of information required

PART C – Fee and Proof of Identity

6.

Under the 1998 Data Protection Act we are entitled to charge a small administration fee of £10 for processing your application. Please enclose your cheque, made payable to Exceptional Electronics Ltd.

We also require evidence that this enquiry is genuine. Please enclose copies of at least two proofs of identity, such as driving licence, passport, which show both name and address.

If you are applying on someone else's behalf, please enclose proof of identity for both the data subject and yourself.

Failure to provide these documents with your application may mean your request is refused.

After completing the application, please check to ensure that all the information you have provided is accurate and all required documents are enclosed. Sign below and send the application to the address below:

Signed:

Exceptional Electronics Ltd

Unit 3

28-32 Holmethorpe Avenue

Redhill

RH1 2NL

Dated

Exceptional Electronics is committed to the principles defined in the 1998 Data Protection Act. As such, information on this document will be used only for the purposes described above. We may, however, store the data in manual or electronic form, but only for as long as we are required to do so by law.