

Subject Access Request Form

The General Data Protection Regulation (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents: one proof of name (e.g. signed passport, driving licence or residence permit) and one proof of address (e.g. bank statement, recent utilities bill or council tax bill).

If you have changed your name, please supply relevant documents evidencing the change.

Administration fee:

Smartnumbers policy is not to charge for Subject Access Requests.

Section 1 - Data Subject's details

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title:	
Surname/ Family Name:	
First Name(s)/Forename(s):	
Previous Names:	
Date of Birth:	
Email Address:	
Daytime telephone number:	
Current Address:	

<p>Previous addresses for the last 5 years:</p>	
<p>I am enclosing the following copies as proof of name: (If none of these are available please contact support for advice +44 20 3379 9000)</p>	<p><input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> Other (please specify) </p>
<p>I am enclosing the following copies as proof of address: (If none of these are available please contact support for advice +44 20 3379 9000)</p>	<p><input type="checkbox"/> Official letter to my address <input type="checkbox"/> Recent bank statement <input type="checkbox"/> Recent utilities bill <input type="checkbox"/> Recent council tax <input type="checkbox"/> Other (please specify) </p>

Section 2 - Details of information required

Please note that Smartnumbers does not hold personal information indefinitely. It may be that some information has been destroyed in line with our Data Retention policies.

Please send me the information you hold about me on the following:

I wish to:

- Receive the information in electronic format using the email address provided (some files may be too large to transmit electronically and we may have to supply on a physical data storage device, such as a thumb drive or an optical disk)
- Receive the information by post*
- Collect the information in person

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Section 3 –Representative’s Details (if relevant)

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject). If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:	
Surname/ Family Name:	
First Name(s)/Forenames:	
Email Address:	
Daytime telephone number:	
Correspondence Address:	
I am enclosing the following copies as proof of identity: (If none of these are available please contact support for advice +44 20 3379 9000)	<input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport
What is your relationship to the data subject? (e.g. parent, carer, legal representative)	
I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:	<input type="checkbox"/> Letter of authority <input type="checkbox"/> Lasting or Enduring Power of Attorney <input type="checkbox"/> Evidence of parental responsibility <input type="checkbox"/> Other (give details:

Section 4 – Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Smartnumbers is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signed:

Name:

Date:

OR

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Smartnumbers is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signed:

Name:

Date:

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Please send your completed form and proof of identity to:

Data Protection Officer
Smartnumbers
25-27 Shaftesbury Avenue
London
W1D 7EQ
dpo@smartnumbers.com