



The General Data Protection Regulations (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 would like us to supply you with a copy of any personal data/information we hold about you. You will also need to provide proof of your identity.

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.

Title: _____ Mr: _____ Mrs: _____ Miss: _____ Ms: _____ Other: _____

Email:

Contact Number:

Address Line 1:

County:

Address Line 2:

Postcode:

Address Line 3:

Please tick the appropriate box and read the instructions which follow it.

Yes

No



1) Proof of Identity

2) Proof of Address

In order to erase the data of the right person we require you to provide us with a proof of identity.

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

Section C - Details of the data subject (if different from Section A)

Title: Mr: Mrs: Miss: Ms: Other:

Full Name:

Email:

Contact Number:

Address Line 1: _____ County: _____

Address Line 2: Postcode:

Address Line 3:

Section D – What information are you seeking?

Please provide details of the information you are requesting. Please be as specific as possible so we can avoid any delays. For example if you wish for your information to be removed under your 'Right to be forgotten', please advise below:



Section E - Information about the collection and processing of data

If you would like 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:

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person 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 section 8(2) of the DPA, not to provide you with copies of information requested if to do so would take “disproportionate effort”, or 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”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Section F – I wish my for my Personal Information to be deleted

Under the GDPR you have the right to have personal information erased. This is also known as the ‘right to be forgotten’. The right is not absolute and only applies in certain circumstances, however we will advise where these circumstances exist.

If you would like to exercise your right to be forgotten, please tick this box:

Section G – Declaration

Please note - a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Aerial Direct Limited is true. I understand that it is necessary for Aerial Direct Limited to confirm my / the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed:

Date:



Documents which must accompany this application:

- Evidence of your identity (See Section B)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

FAO Data Protection Officer
Aerial Direct Limited
1 Barnes Wallis Rd,
Fareham PO15 5UA

Correcting Information

If after you have received the information you have requested you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

Then you should notify our Data Protection Officer immediately.