

SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data we, Abel Alarm Co Ltd, hold about you. You are currently entitled to receive this information under the Data Protection Act 1998 (DPA) and will continue to be under the EU General Data Protection Regulation (GDPR), which is in effect as of 25 May 2018.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

Proof of Identity and Address

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

1) Proof of Identity

Passport, photo driving licence, national identity card, birth certificate.

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

Written Authority from Data Subject

If you are acting on behalf of the Data Subject, written authorisation is required from the Data Subject.

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

SECTION 1: Details of the person requesting information

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the data subject?

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

- YES:** I am the data subject. I enclose proof of my identity and address (see page 1).
(please go to section 4)
- NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority, proof of the data subject's identity and address, and proof of my own identity (see page 1).
(please go to section 3)

SECTION 3

Details of the data subject (if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 4: What information are you seeking?

If you want information about any of the following, please tick the boxes:

- A copy of any personal data we hold
- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

Are you seeking any information on your following rights?

- Right to object or restrict processing?
- Right to erasure of data (Right to be forgotten?)
- Right not to be subject to automated decision-making including profiling
- Right to rectification

Please use the box below to further describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

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 6: Declaration

Please note that any attempt to mislead may result in 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 Abel Alarm Co Ltd is true. I understand that it is necessary for Abel Alarm Co Ltd 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 2)**
- **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 this completed form and copies of supporting documents to:

Data Protection Office
Abel Alarm Co Ltd
Detection House
4 Vaughan Way
Leicester
LE1 4ST

or

Email to: datarequest@abelalarm.co.uk

For further enquiries and assistance, please call:

Telephone: 01162 654 258

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 (contact details above) at once.