

FREETHS

Data Subject Access Request Form

Please use this form to make a request for access to personal information.

The term “*data subject*” means the person to whom the requested personal information relates.

If you are making this request on the data subject’s behalf, you should provide your name and contact information in Section 2.

We will only use the information you provide on this form:

- to identify you, the data subject (if a different person) and the personal data you are requesting access to, and
- to respond to your request.

Section 1: Requester Name (Data Subject) and Contact Information

First and last names (in full):	
Any other names that you have been known by (including nicknames):	
Home address:	
Date of birth:	
Telephone number:	
E-mail address:	
If you are a current or former employee of Freeths LLP, please provide your employee identification number and your approximate dates of employment	
Please provide any other information which might help us to identify the personal data.	

Signature and Acknowledgement

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form.

I understand that:

- Freeths LLP must be sure of identity and may need to contact me again for further information;
- My request will not be processed until Freeths LLP receives all information required to process the request;
- I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Freeths may charge a reasonable fee based on administrative costs.

Please indicate below whether you would like us to respond to your request in “hard copy” or an electronic format:

- Hard copy.
- Electronic copy.

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Section 2: Requests Made on a Data Subject's Behalf

Please complete this section of the form with your name and contact details *if you are acting on the data subject's behalf*.

First and last names (in full):	
Home address:	
Date of birth:	
Telephone number:	
E-mail address:	

Consent of data subject and Acknowledgement

I, _____, confirm that the information provided on this form is correct and that I have authorised _____ to act on my behalf.

Authorised Person Signature

I, _____, confirm that I am authorised to act on behalf of the data subject. I understand that Freeths must confirm my identity and my legal authority to act on the data subject's behalf, and may need to request additional verifying information.

Signature

Please return this form:

By post to - Freeths LLP Cumberland Court 80 Mount Street Nottingham NG 1 6HH.

OR

By email to - GDPR@Freeths.co.uk