



## **Subject Access Request – Information Sheet**

### **How to make a General Data Protection Regulation Subject Access Request**

This document concerns personal information held by Contempo Doors Ltd (Contempo Ltd), your right of access to that information, and how to make a Subject Access Request.

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.

In order to gain a copy of the data held by Contempo Ltd, please complete a copy of the below form. You will also need to provide proof of your identity in conjunction with the completed form. Proof of identity should include a copy of one of the following documents:

- Passport
- Driving Licence
- Utility Bill dated within the last three months

### **When will you receive the requested data?**

Your request will be processed within 30 calendar days upon receipt of a fully completed form and satisfactory proof of identity. We may need to contact you for further identifying information before responding to your request. Depending on the complexity of the request, an extension of up to a further 60 days may be applied by Contempo Ltd in accordance with Article 12 of the General Data Protection Regulation. In such an event, you will be notified within 30 days of receipt of a fully completed form and satisfactory proof of identity.

### **What will it cost?**

There is no administration fee applied to Subject Access Requests. However, a reasonable charge may be applied to any excessive requests as per Article 12 of the General Data Protection Regulation. You will be notified if any charges apply.

### **How will you receive a copy of your personal data?**

You will receive a copy of your personal data electronically where possible. You are only entitled to data relating to you as the data subject, therefore, the data you receive may be redacted to protect the personal data of other individuals. Contempo Ltd will not comply with a data request if doing so will disclose information about another individual who can be identified from the information without that individual's consent.

**Subject Access Request Form**

By completing this form you, the data subject, are making a request under the General Data Protection Regulation (GDPR) for information held about you by Contempo Ltd.

|  |  |
|--|--|
| Name   |  |
| Telephone Number   |  |
| Email  |  |
| Address  |  |
| Post Code  |  |
| Proof of Identity  | Before releasing any personal information, we require proof of identity which can be a copy of any one of the following:<br>Passport<br>Driving Licence<br>Utility bill dated within the last 3 months |
| Required Information (and any relevant dates)  |  |
| <p>By signing below, you indicate that you are the individual named above. Contempo cannot accept requests regarding your personal data from anyone else, including but not limited to family members. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not.</p> <p>Please return this form by email to <a href="mailto:info@contempo.co.uk">info@contempo.co.uk</a> or by post to:</p> <p><b>Contempo Doors Ltd; Unit 15 Lime Road, Broadmeadow Industrial Estate, Dumbarton, West Dunbartonshire, Scotland, G82 2RP</b></p> <p>Please allow 30 days for a reply.</p> |  |
| Data Subject's Signature   |  |
| Date   |  |