



Request for Details of Personal Information Held

Your Rights:

Under the terms of the Data Protection Act 1998 an individual has certain rights of access to personal data which our company holds about him/her, and subject to certain conditions the individual is entitled to receive a description of the personal data, of which that individual is the data subject; the purposes for which the data are being processed, the recipients to whom the data may be disclosed and ordinarily to receive a copy of the information constituting such personal data.

The rights are subject to a request being made in writing, the payment of a fee of £10 per request and supplying information to satisfy the company as to the identity of the person making the request and to assist in locating the information requested by that person.

If you would like to pursue your access rights please answer the following questions:

The person for whom data is held is :

Personal Details

Full name :

Maiden name/Former names :

Address :

Postcode :

Telephone Number :

Date of Birth :

If you have lived at this address for less than two years, please also give your previous address :

Proof of Identity

To help establish your identity, your application should be accompanied by a copy of any of the following documents :

Utilities bill

Driving licence

Vehicle registration document

Please tick the copied document that you have chosen to enclose. Please do not send original documents, only copies, as these will not be returned.

It will help us to make a quicker response if you can specify the information and the period for which it is required. If you are uncertain as to the details you require, please try to name the service of Gallinet Limited that you think is most likely to hold the information.

Period of time to be searched:

Declaration

I request that you provide me with my personal details, which I have indicated above.

I also confirm that I am the data subject and not someone acting on his/her behalf.

Signed _____ Date _____

An application being made by someone acting on behalf of the data subject

I confirm that I am acting on behalf of the data subject, namely _____ and I enclose herewith proof of my authority to act on behalf of the data subject (for example a letter signed by the data subject authorising me, Power of Attorney, etc.).

Title : _____

Surnames/Family Name _____

First Name _____

Home Address : _____

Postcode : _____

Telephone Number : _____

Declaration

I declare that the information given above by me is true and correct to the best of my knowledge. I understand that attempting to obtain information using false information is a criminal offence under the Data Protection Act 1998.

Signed _____ Date _____

Proof of identity of agent to help establish your identity as the authorised agent.

To help establish your identity, your application should be accompanied by a **copy** of any of the following documents :

Utilities bill

Driving licence

Vehicle registration document

Please tick the copied document that you have chosen to enclose. **Please do not send original documents, only copies, as these will not be returned.**

Signed _____ Dated _____

CHECKLIST

- 1 Have you filled in all of the parts of the application form relevant to your application?
- 2 Have you signed the form?
- 3 Have you enclosed the fee of £10 payable to Gallinet Limited?
- 4 Have you enclosed an identifying document?
- 5 Were you acting on behalf of the data subject have you enclosed proof of your authority to do so?

When completed, this form and supporting documentation required should be sent to the
The Data Controller, Gallinet Limited, Groucutt Street, Coseley, West Midlands, WV14 9BA

Gallinet Use Only

Date Request Received

Checked Data Request

Dispatched Data By

Signed

Print Name

Title

Date