



Subject Access Request Form

Owner: Information Security Team

Date: 20/04/2020

Version: 1.1

Distribution: All Users

Classification: Unclassified Public

TMT First Limited Subject Access Request Form

1 Document Management

1.1 Document Owner

Information Security Team

1.2 Version Control

Version	Date	Change By	Description
1.0	20/04/2020	Information Manager	Initial Version
1.1	01/04/2020	Information Manager	Updated rights

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2 Subject Access Rights

Subject to certain exemptions, you have a right to be told whether TMT First Limited hold any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a 30-day period.

If you wish to exercise those rights, please complete this form carefully and follow the instructions regarding proof of identity and the way to send the form to TMT First.

Under the Data Protection Act, in certain circumstances, TMT First may decide not to provide you with some personal data. For example, we are not likely to provide you with information that identifies other individuals.

3 Proof of Identity

TMT First needs to be satisfied that you are who you say you are. Consequently, Section 7 asks you to provide evidence of your identity and address, by supplying at least two official documents which between them provide sufficient information to prove your name, date of birth, current address and signature.

4 Submitting This Form

The completed form, together with appropriate proof of identity should be returned by post to the following address:

Information Security Manager
TMT First
Holditch House
Holditch Road
Newcastle-under-Lyme
Staffordshire
ST5 9JQ

Or by email to: information.management@tmtfirst.co.uk

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5 About Yourself

Please use block capitals and black ink

Title (Mr, Mrs, Miss, Dr, etc.)..... Surname/Family Name.....

First Name(s).....

Maiden/Former Name(s)..... Gender

Date of Birth..... Place of Birth (Town/City)

Home Address (Including Postcode)

.....

.....

Contact Telephone Number *

Email address *

* Not mandatory, but these will assist us if we need to get back in touch with you to discuss your application.

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6 Personal Data Request

Please supply a description of the information you are looking for; a description of the circumstances in which you had contact with TMT First, for example, dates and times; and any other information you have that can assist us in finding the information you seek.

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7 Proof of Identity Documents

To help establish your identity, your application must be accompanied by at least two forms of identification. Between them, they should bear a combination of your name, address, signature and date of birth (e.g., Driving Licence, Passport, Medical Card, Birth/Adoption Certificate, Bank Statement, or Utility Bill). It is advised that you send photocopies of original documents – if you do send a photocopy, they must be certified by a Police Officer, Justice of the Peace, Solicitor, or person of similar standing.

8 Declaration

The information, which I have supplied in this application, is correct, and I am the person to whom it relates.

Signature Date

If you are signing this form on behalf of someone else, state who you are signing for (see point 4 on attached guidance).

I am signing on behalf of

Signature Date

Warning – A person who impersonates another or attempts to impersonate another may be guilty of an offence.

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