



General Data Protection Regulations 2016 – Subject Access Form

The General Data Protection Regulations (GDPR) 2016 provide you as the data subject the right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf.

Please complete this form if you wish to see your data. **You will need to provide proof of your identity.**

Upon receipt of a fully completed form and proof of identity your request will be processed within 30 days unless the request is complex in which case we may extend this period.

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

Please fill in your details (the data subject). If you are applying on behalf of someone else, please fill in the details of the data subject below. You should provide your name and contact information in section 3.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
First and last name:
Address:
Post Code:
E-mail address:
Telephone number:

Section 2 - Proof of identity

We require proof of identity before we can disclose personal data. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address.

Please enclose a photocopy or scanned image of one of the following as proof of identity:

- Either a current Driving Licence or
- A Birth Certificate or Passport accompanied by a utility bill or council tax bill showing your name and current address and dated within the last 3 months.

We reserve the right to refuse to act on your request if we are unable to identify you.

Section 3 – 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 behalf of someone else.

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
First and last name:
Address:
Post Code:
E-mail address:
Telephone number:

If you are acting on behalf of the data subject you will need to provide evidence of your identity as well as the data subject and proof of your right to act on their behalf.

We accept a copy of the following as proof of your legal authority to act on the data subject’s behalf:

- A written consent signed by the data subject
- An original or certified copy of a Power of Attorney
- In the case of children, evidence of parental responsibility.

Section 4 – Information Requested

To help us process your request quickly as possible, please provide as much detail you can about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, or any other information to help us locate your personal data.

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We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search.

We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

If the information you request reveals personal data about a third party, we may not be able to provide you with this information, or we will redact third parties personal data before responding.

If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

We may not be able to provide you with access to some or all of the personal data as we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why.

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Data Subject Declaration

I confirm that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Whittlebury Hall & Spa Ltd is obliged to confirm proof of identity and or authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signature.....

Date.....

Authorised Person Declaration (if applicable)

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Whittlebury Hall & Spa Ltd is obliged to confirm proof of identity and authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signature.....

Date.....

Please indicate below how you would like to receive your information:

Electronic Hard Copy Collect in person Discuss with a member of staff

Please ensure that you have given us your correct email and postal addresses. We will take every care to ensure that it is addressed correctly however we cannot be held liable if the information is incorrectly delivered, lost in the post or opened by someone else in your household.

Some files may be too large to transmit electronically and we may have to provide in CD/DVD format.

Please send your completed form and proof of identity to:

Whittlebury Hall & Spa Ltd – FOI
West Park
Towcester
Northamptonshire
NN12 8QH

Or via email: privacy@whittlebury.com