**SUBJECT ACCESS REQUEST FORM**

**GUIDANCE ON USING THIS FORM**

* Use this form to make a subject access request to Ko-bolt International Limited t/a Ko-bolt (referred to as “we” and “us” below).
* To help us process your request, please:
	+ provide as much detail as possible about the data you are seeking access to;
	+ complete this form in full and ensure you have provided all necessary accompanying documentation (eg copies of photo identification); and
	+ respond promptly to any further communication or requests for clarification you may receive from us.
* We typically handle names, addresses and contact details of individuals who are responsible for the payment of invoices and/or directors of the company whom we are pursuing for payment.
* We will respond to your request promptly, and in any event within one month of receipt. If your request is extensive or complex, we may need longer to deal with it. When this happens, we will respond to your initial request within one month to inform you.
* If your request is accepted, any documents you receive may have parts redacted or omitted. We do this when the documents contain other sensitive or confidential information which we are legally permitted or required to remove from those documents (eg the personal information of another person).
* Please note that in accordance with Article 12(5) of the General Data Protection Regulation, you may be charged an administration fee for the processing of your request if it is manifestly unfounded or excessive, for example if you make numerous repeat requests. We also reserve the right to refuse to act on such a request.

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of birth:** |  |
| **Address:** |  | **Phone:** |  |
| **Email:** |  |

**2. PROOF OF IDENTIFICATION**

Please provide us with one form of ID. Select from the following list the form of identification which you have attached to this request form. Please do not send originals. A clear scanned or photocopy of the identification document is all that is needed.

[ ]  Passport

[ ]  UK Driver’s Licence

[ ]  Passport

[ ]  Uk driver's license

**3. DATA REQUESTED**

Use this space to provide details about your request, including whether you would like a copy of your data. If you only require specific documents, you should list them, or if you need all the data we have of a certain type, describe the type of data as clearly as you can (eg my personnel file). If you have any other information which could help us process your request properly, such as a date range (eg emails referring to me between X and Y between March and July 2018), include that here as well. The more specific you are, the faster we will be able to deal with your subject access request. If you need more space, attach extra sheets to this form.

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**4. SIGNATURE**

I am the person to whom the requested data relates. I understand that Ko-bolt International Limited t/a Ko-bolt may require additional information to handle this request and will provide it promptly if asked to do so.

**Signature:**

**Date:**