



## DATA SUBJECT ACCESS REQUEST FORM

You have the right to request detail of the personal data we may hold about you. This is known as a Data Subject Access Request ("DSAR"). A data subject is an individual who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post or email.

If sending by post, please use the following address:

*Mr D M Roberts, Privacy Champion  
Keenpac  
29 Centurion Way  
Meridian Business Park  
Leicester  
LE19 1WH*

If sending by email, please use the following address: *dan.roberts@keenpac.co.uk*. Please write "Data Subject Access Request" in the subject field of the email.

<b>1. Data Subject's full name</b>	<b>2. Data Subject's date of birth</b>
<b>3. Data Subject's current address</b>	
<b>4. Data Subject's telephone number</b>	
Home telephone No:	Mobile telephone no:

**5. Details of data requested:**

**6. To help us search for the information you require, please let us know the personal data you require with as much detail as possible (e.g. copies of emails between <date> and <date>). If we do not receive sufficient information to locate the personal data you require, we may be unable to comply with your request.**

**7. Is the information going to be sent to the Data Subject or his/her representative?**

To the Data Subject  To a representative

If the data is to be sent to a representative, then sections 9 and 10 need to be completed.

**8. I confirm that I am the Data Subject.**

Signature of Data Subject: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

I enclose a copy of my ID and address proof documents (including a government issued ID document).

**9. (To be filled out by the Data Subject if the question 7 is answered with “To a representative”)  
The Data Subject (whose data is being requested) must give written authorisation for the  
information to be released to his/her authorised representative.**

I hereby give my authorisation for \_\_\_\_\_  
(fill out the name of the authorised representative) to request access to my personal data.

**Signature of Data Subject:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**10. (To be filled out by the representative of the Data Subject) I confirm that I am the  
authorised representative of the Data Subject.**

Name of authorised representative and address where personal data is to be sent:

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Authorised Representative:**

**Print Name:**

**Date:**

We will make every effort to process your DSAR as quickly as possible within 30 calendar days.  
However, if you have any queries whilst your request is being processed, please do not hesitate  
to contact us at this email address: [dan.roberts@keenpac.co.uk](mailto:dan.roberts@keenpac.co.uk)