

Pro Centre Subject Access Request Form

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1. How to make a Subject Access Request

Please complete and submit the below form if you would like Pro Centre Ltd to provide you with a copy of any personal data which we hold about you. We will endeavour to respond promptly and in any event within 1 month of the arrival of the latest of the following:

- Our receipt of this request; or
- Our receipt of any further information we request from you, which is required to enable us to comply with your request.

Please submit your request to us at Enable Ltd by posting this form and the necessary documentation to:

Managing Director
Pro Centre Ltd
14 Union Walk
London
E2 8HP

Documents which must accompany this application:

- Evidence of your identity
- Evidence of the data subject's identity (if you are applying on behalf of someone else)
- Authorisation from the data subject to act on their behalf (if applicable)
- Stamped addressed envelope for return of proof of identity/authority documents.

When you have received the requested information, you should notify our Managing Director at once, at the address above, if you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware;
- We may have passed inaccurate information about you to someone else.

The information supplied in this form will be used only for the purposes of identifying the personal data you are requesting. Please continue to the form overleaf.

2. Details of the person requesting the information

Full Name:

Address:

Tel No:

Email Address:

3. About the Data Subject

The Data Subject is the person about whom you are requesting information. This could be you, your spouse or partner or someone you are employing or have employed in the past. Please tick the appropriate box and follow the instructions which accompany your answer.

Whose information are you seeking?

A) MY OWN

Please supply evidence of your identity. This may be a:

- driving license
- passport
- national identity card

Please also send evidence of your address, such as a recent letter or bill from a utility company as evidence of address and a stamped addressed envelope for us to return your documents.

B) SOMEONE ELSE'S

If you are acting behalf of the Data Subject, please provide their **written authority**. As well as evidence of your own identification as outlined above, you must also supply the same identification for the Data Subject.

C) BOTH MY OWN AND
SOMEONE ELSE'S

If you have ticked B or C and are seeking information for someone who is not you, please provide the details of the Data Subject here:

Full Name:

Address:

Tel No:

Email Address:

Please note: if we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

4. About the information you seek

Please describe the information you seek together with any other relevant information. This will help to identify the information you require.

Please tick below if you wish to receive information about any of the following:

- Why we are processing your personal data
- To who your personal data is disclosed (if any)
- The source of your personal data

Please note:

If the information you request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information. In certain circumstances we may not be able to disclose the information to you, in which case you will be informed promptly.

Please note that, while in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the Act, not to provide you with copies of information requested if to do so would take “disproportionate effort”. However, we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

5. Declaration

Please be aware that any attempt to impersonate another person or mislead may result in prosecution.

- I confirm that the information provided in this Subject Access Request form is true
- I understand that it is necessary for Pro Centre Ltd to confirm the identity and/or the authorisation of the Data Subject and it may also be necessary for Pro Centre Ltd to obtain further information prior to disclosing any of the requested details
- I confirm I have read and understood Pro Centre Ltd’s Subject Access Request policy and the terms as detailed in this form

Sign:

Date: