



REQUEST FOR PERSONAL DATA

General Data Protection Regulations 2016 – Subject Access Request

The General Data Protection Regulations (GDPR) provides you, the data subject, with a 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 also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

PROOF OF IDENTITY:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

ADMINISTRATION FEE:

AutoFlow's policy is not to charge for Subject Access Requests. Excessive or repetitive requests may attract a nominal administrative charge but this will be discussed with you before any costs are incurred.

AutoFlow Ltd

Sirius House Alderley Road, Chelford Cheshire, SK11 9AP

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<https://autoflow.ltd.uk>



SECTION 2 YOUR DETAILS (REQUESTER)

Please fill in your details below relating to the records you wish to view

Title: Mr Mrs Ms Miss Other

Surname/ Family Name:

First Name(s)/Forenames:

Address:

 Post Code:

Email Address

Telephone Number

If you may have been known to us by a different name, or at a different address, please provide these details together with the dates to which these details may apply below:

Are you the Data Subject (i.e. the person whose personal data is being requested)?

YES AutoFlow is required to ensure that the information it processes is secure. We can only release data if we are satisfied that you are entitled to that information. To ensure we can confirm your identity please provide us with the following:

- 1. Identification** copy of 1 of the following - Driving License, Birth Certificate, Passport ID, or medical card
- 2. Address** copy of a recent utility bill or similar dated within the last 3 months.

If you are requesting information from a CCTV system you must provide a recent photograph of yourself endorsed on the back by a responsible person who certifies it to be a true likeness of you.

NO Are you acting on behalf of the Data Subject with their express permission, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. Please also enclose proof of the Data Subject's identity as described above.

Please ensure you complete sections 2 of this form

Is the Data Subject a current or former employee of AutoFlow or is associated companies/brands.
If yes please provide details



SECTION 2 DETAILS OF THE DATA SUBJECT

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

Title: Mr Mrs Ms Miss Other

Surname/ Family Name:

First Name(s)/Forenames:

Address:

 Post Code:

Email Address:

Telephone Number:

Legal status in relation to the Data Subject (if you are not the data subject please briefly describe your relationship with them (e.g. legal advisor, insurer, spouse, parent, etc.) and explain why you are making this information access request on their behalf. This should be supported by an appropriate letter of consent from the data subject where this is possible)

SECTION 3 HELPING US TO FIND YOUR INFORMATION

The GDPR allows Autoflow to request you to supply the information it reasonably requires to process your application. To help us with our search, please try to specify in the section below, the nature of the information you require. If you wish to see only certain specific document(s), for example a particular report, a specific repair etc, please describe these below:

If you only require CCTV images, please tick here:

Continue on a separate sheet if necessary

If you are requesting CCTV please include as much detail as possible such as location; dates and times, the address, names of roads etc, as applicable.



SECTION 4 DECLARATION

I certify that the information given on this application form is true and accurate to the best of my knowledge. I acknowledge that it will be used solely for the purpose of processing my request and providing me with a response. I understand that it may be necessary for me to provide additional information in order for AutoFlow to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. I understand that the statutory response period of 30 calendar days specified in GDPR, will not commence until AutoFlow Limited is satisfied in this regard.

Signature

Print Name

Date

SECTION 5 SUBMITTING YOUR REQUEST

Once complete, please ensure that a signed copy of this form is sent in a sealed envelope (marked private and confidential), to:

Managing Director
AutoFlow Ltd
Sirius House
Alderley Road,
Chelford Cheshire,
SK11 9AP

SECTION 6 DISCLAIMER

Please note that under the terms of GDPR, AutoFlow Limited reserves the right to withhold information that relates to, or identifies, other third parties. AutoFlow Limited may also withhold information that is exempt from disclosure.

In response to your SAR, AutoFlow Limited may provide information, images or recording to you. These will contain information that is personal to you. Once you have received them they become your responsibility and AutoFlow Limited can take no responsibility for any subsequent actions. AutoFlow Limited strongly recommends that you keep this information securely and when you no longer need it, ensure it is permanently destroyed.