

## Direct Data Subject Access Request Form

This form allows you to request information about you that we hold. You can receive this information under the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR).

### **How long will it take us to respond?**

We will endeavour to respond promptly and, in any event, within 30 days of the latest of the following:

- a) Our receipt of your written request
- b) Our receipt of any further information we may ask you to provide to enable us to comply with your request

### **How will we respond?**

To ensure you get the requested information as quickly as possible, we will send it to you by email.

### **How will we use the details you provide?**

The details you provide on this form will be used to confirm your identity and ensure we can fully understand and accurately respond to your request. It is optional to complete this form to make a request, but it will be easier for us to process your request quickly.

### **Where should you send your form?**

You should return this form to our Data Privacy Officer, Jennifer Sutcliffe, at [dataprivacy@computer-talk.com](mailto:dataprivacy@computer-talk.com) with "Data Subject Access Request" in the subject line.

**Section 1: Details of the person whose information is being requested**

Provide the details of the person whose details you are requesting in the box below.

First name(s)

Surname

Date of birth (MM/DD/YY)

Address

Contact telephone number(s)

Email address

We require you to provide proof of your identity and address to ensure we release data to the right person. Please supply us with a photocopy or scanned image of one of both of the following:

- a) Proof of identity (e.g., passport, photo driving license, national identity card, birth certificate)
- b) Proof of address (e.g., utility bill, bank statement, credit card statement (no more than three months old), driver's license)

If we are not satisfied with who you claim to be, we reserve the right to refuse to grant your request.

**Section 2: Information requested**

Which right do you wish to exercise?

*Please tick one box only.*

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object

- Rights in relation to automated decision making and profiling

Please provide as much detail as possible about the personal data you request access to, correction, or erasure of in the box below. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your data.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to search (e.g., if you request “all information about me”). We will begin processing your request as soon as we have verified your identity and have all the information we need to locate your data.

Please note that if the information you request reveals details directly or indirectly about another person, we will have to seek that person’s consent before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases, we will happily provide you with copies of the information you request. We nevertheless reserve the right following legislation not to provide you with copies of the requested information if it would take “disproportionate effort” or following Article 12 of the GDPR to charge a fee or refuse the request if it is considered “manifestly unfounded or excessive.” However, we will try to provide you with a satisfactory form of access or summary of information if suitable.

**Section 3: Declaration**

The information I have provided is accurate and complete to the best of my knowledge and belief. I recognize that my request may be delayed or rejected by providing inaccurate or incomplete information.

Your full name

Signature

Today’s date (MM/DD/YY)

Please return your completed form to our Data Privacy Officer, Jennifer Sutcliffe, at [dataprivacy@computer-talk.com](mailto:dataprivacy@computer-talk.com).

Documents which must accompany this application:

- Evidence of your identity (see Section 1)

**What happens next?**

We will contact you to confirm that we have received your DSAR form and aim to respond to your request within 30 days of receiving a fully completed form and proof of identity.