



SUBJECT ACCESS REQUEST FORM & REQUEST

Simmys Contracts is committed to upholding the rights of individuals as defined under GDPR. This is why we observe the right of individuals to request any data that we may hold on them as part of a recorded subject access request.

We are committed to performing subject access requests in a timely and accurate manner. For guidance purposes, subject access requests should adhere to the following six steps:

1. Receive and record the subject access request
2. Verify the identity of the individual making the request
3. Process the subject access request
4. Verify response
5. Respond to the subject with the relevant information
6. Record the request and following interactions

Simmys Contracts Limited provides contract review, drafting, advice, and negotiation services. Please note that we are not a law firm and are not regulated by the Solicitors Regulation Authority (SRA).

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Please complete this form if you'd like Simmys Contracts to supply you with a copy of any data relating to you that we may hold.

Simmys Contracts observes your right and entitlement to receive this information under the European Union's General Data Protection Regulation and the Data Protection Act 2018.

As part of your subject access request, Simmys Contracts will also supply you with information about any processing activity that has taken place involving your personal data, as well as the period of retention that has been applied to the data in question.

After receiving this request, Simmys Contracts will provide you with a confirmation of receipt, as well as a confirmation of receipt concerning any additional information we may ask you for to process your request.

Upon your examination of this data, please note that you have the right to request corrections to be made, restrict use or tell us to delete your information.

Please note that the information you provide us with as part of this request form will be used solely to identify the data you are requesting and to respond to your request. You do not need to complete all fields of this form if you do not wish to do so, but completion will enable us to better facilitate your request.

Your details

First name	
Last name	
Address	
Telephone	
Email	

Are you requesting information about yourself?

Simmys Contracts is committed to protecting your data, and so to ensure that we are releasing your personal data to the right person, we will need you to supply us with proof of identity and address.

To verify your identity, please send us a scan or photocopy of one item from **both** of the categories below:

- **Proof of your identity**
 - Passport
 - Driving licence
 - National identity card
 - Birth certificate
- **Proof of your address**

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- Bank statement
- Utility bill
- Credit card statement (must be under three months old)
- Current driving licence
- Current TV licence
- Local authority tax bill
- HMRC tax document (must be under one year old)

Please **do not send original copies** of documentation.

If you are unable to provide us with sufficient evidence to verify your identity, Simmys Contracts reserves the right to refuse your subject access request.

Are you requesting information on behalf of someone else?

If you are requesting data on the behalf of the individual that data relates to, you must include the following alongside your completed subject access request form:

- Written consent from the data subject giving you authority to request this information
- Proof of the data subject's identity
- Proof of your identity

To verify your identity and the identity of the data subject, please send us a scan or photocopy of one item from **both** of the categories below:

- **Proof of your identity**
 - Passport
 - Driving licence
 - National identity card
 - Birth certificate
- **Proof of your address**
 - Bank statement
 - Utility bill
 - Credit card statement (must be under three months old)
 - Current driving licence
 - Current TV licence
 - Local authority tax bill
 - HMRC tax document (must be under one year old)

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Please **do not send original copies** of documentation.

If you are unable to provide us with sufficient evidence to verify your identity, Simmys Contracts reserves the right to refuse your subject access request.

Contact details of the data subject:

First name	
Last name	
Address	
Telephone	
Email	

What information are you requesting?

In the box below, please tell us the information you would like to receive, alongside any information or details you think may assist us in identifying the data in question to process your request.

Please specify if you would like to receive any details relating to why Simmys Contracts is processing your data, who has access to that data and how we were supplied that data.

Please note there may be situations in which disclosure of data or information could adversely affect the rights of others. If we believe disclosure of data to you is not compatible with our duty to uphold the individual rights of others, we will explain this to you, outlining our reasoning.

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Simmys Contracts will strive to process and complete your subject data access request in a fashion that is satisfactory to all parties; however, there may be times when we cannot provide you with copies of the data you have requested if it would take disproportionate effort. We reserve this right under the Data Protection Act 2018.

Please note that while Simmys Contracts strives to carry out and complete subject access requests to all individuals free of charge, we reserve the right under Article 12 of the General Data Protection Regulation to charge a nominal fee or refuse a request that is considered manifestly unfounded or excessive.

Your declaration

Please read and sign the following declaration for us to process your subject access request.

I confirm that I have read the terms of this subject access request form and understand those terms. I hereby certify the information I have provided on this form is true and accurate. I understand it is necessary to verify my identity and/or the identity of the aforementioned data subject to process this request. I understand I may be asked to submit more information to facilitate this request.

Signature: _____

Date: _____

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