

# Data Subject Access Request Form



You can complete this form to request access to the personal data GreenSquareAccord holds on you. You do not have to complete this form to request your data, and you can make a subject access request using any of our contact channels, however completing this form will help us locate relevant personal data.

## 1. Details of the person who the data relates to

Surname	<input type="text"/>	First Name	<input type="text"/>
Date of Birth	<input type="text"/>		
Current Address	<input type="text"/>		
Previous Address (if relevant to the request)	<input type="text"/>		
Contact Telephone or Mobile Number	<input type="text"/>		

**If you are requesting your own personal information, please skip to section 3.**

## 2. Requesting personal data on behalf of someone else

Are you acting on behalf of the Person with their written consent or other legal authority?

Yes

No

Please state your relationship to the Person, e.g. nominated person, next of kin, solicitor.

You may be required to provide proof of legal authority to gain access to someone else's personal data. You may also be asked for proof of identity and address. If we require proof, we will let you know using the contact details provided.

Provide your details:

Surname	<input type="text"/>	First Name	<input type="text"/>
Name of Solicitor firm (if applicable)	<input type="text"/>		

# Data Subject Access Request Form



Address

Would you like us to send the response to you or the Person in section 1?

Send the response to me

Send the response to the Person in section 1

### 3. Locating Your Personal Data

To help us locate relevant personal data, please provide more information. If you are unable to do this, simply provide as much information as you possibly can in the space provided for "Additional Information".

Responsible  
Service (if known)

Office Location  
(if known)

Relevant dates  
(if known)

Name of Officer(s)  
(if known)

Additional Information

# Data Subject Access Request Form



## 4. Declaration

Please read the following declaration carefully and sign and date it.

I, \_\_\_\_\_ certify that information provided on this form is true. I understand it is necessary for GreenSquareAccord to confirm my identity and that it may be necessary for GreenSquareAccord to request further information from me, in-order to locate relevant data or ascertain my eligibility to make this request.

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

Please return the completed form to the physical or email address below:

2nd Floor, 10 Brindleyplace, Birmingham, B1 2JB

Email: [data.protection@greensquareaccord.co.uk](mailto:data.protection@greensquareaccord.co.uk)

If you require help completing this form, please contact the Data Protection team using the email address above.