

Subject Access Request Form



Personal details

Surname:	First name:	Mr / Mrs / Ms / Miss:
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Address & post code:

Phone number:	Email address:
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Details of the information you require access to, or removal of

Project or Department:

Information details:

Reason for request:

Place/office where data is held:

Proof of identification

Documents/identification supplied (*See note below*)

Please note that the above information will be recorded for administrative purposes and may be used for statistical analysis

Signature (of applicant)

Date

The completed form, and copies of supporting proof of identity should be submitted to the Simons Data Protection Officer at

Simons Group Limited
991 Doddington Road
Lincoln
Lincolnshire
LN6 3AA

If you are not a current employee, proof of name and address is required to ensure we only give information to the correct person.

Proof of identification:

Passport, photo driving license, national identity card, birth certificate

Proof of address:

Utility bill, bank statement, current driving license, local authority tax bill, HMRC tax document

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