**Data Access Request Form**

# **Section 1 – Your details**

|  |  |
| --- | --- |
| Last Name: |   |
| First Name(s): |   |
| Email address: |   |

# **SECTION 2 – Your relationship with Convert Insights Inc.**

|  |  |
| --- | --- |
| Are you a current/former\* member of staff? | YES / NO\* *(\*delete as appropriate)* |
| If yes, please provide the following details: |   |
| Department/Circle/Dates: |   |
| Are you a current/former\* customer of Convert Insights? | YES/NO\**(\*delete as appropriate)* |
| If yes, please provide the following details: |   |
| Contract Dates: |   |
| If neither a customer or member of staff, please indicate your relationship with Convert Insights, including dates: |     |

\* *The information in sections 1 and 2 will be used to enable Convert Insights to correctly identify any personal data relating to you and to cross-check your identity.*

# **SECTION 3 – Personal Data Requested**

In the box below, please provide as much detail as you can about the personal data you wish to access in order to help us locate it quickly.

|  |
| --- |
| **In accordance with the GDPR, I request access to the following personal data that I believe Convert Insights holds about me:** |
|    |

# **SECTION 4 – Fees**

|  |
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| No application fees are required for Data Access Requests |

# **SECTION 5 – Identification**

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| **In order for us to protect the security of personal data, it is necessary for you to provide proof of your identity.**Copies are acceptable in most cases, however we reserve the right to ask to see original documents where necessary. Copies of such documents sent with your access request form will be securely destroyed once we have verified your identity. |

**Please complete *either* section 6 *or* section 7 as appropriate**

# **SECTION 6 – Declaration of data subject**

|  |
| --- |
| I confirm that I am the data subject named in Section 1 and I am requesting access to my own personal data. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes. |
| Signed:  | Date: |

# **SECTION 7 – Declaration of data subject for agent to act on their behalf**

If you wish someone else to submit a data access on your behalf please complete this section.

|  |
| --- |
| I confirm that I am the data subject named in Section 1. I give permission for the person or organisation named below to act on my behalf in relation to my data access request. I have enclosed evidence of my identity referred to in Section 5 and confirm that I want my personal data to be sent to my representative at the email address below. I understand that the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand that it may be used for statistical and monitoring purposes. |
| Signed:  | Date: |

|  |  |
| --- | --- |
| Name of agent: |   |
| Relationship to data subject: |   |
| Email address: |   |

# **Returning your completed form:**

|  |
| --- |
| Please send your completed form (with proof of identity and fee) to:  |

# **For Convert Insights Use Only:**

|  |  |
| --- | --- |
| Reference No: |  |
| Date request received: |   |
| Fee attached: | YES/NO |
| Identity verified: | YES/NO |
| If yes:Original ID supplied in person:If yes, original evidence of ID checked and returned to requester:Copy ID attached to request: If yes, ID verified and documents shredded by: | YES/NOYES/NOYES/NO  |