

## Data Subject Access Request Form

Complete this form to exercise your rights to personal data controlled by GreenSquareAccord. Completing this form will facilitate the process for discovery of relevant personal data.

### 1. Details of the Person

Surname  First Name

Date of Birth

Current Address

Previous Address  
(if relevant to the request)

Contact Telephone or Mobile Number

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

### 2. Requesting Personal Data on Behalf of the Person in Section 1

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

Yes

No

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

## 2. Continued

You may be required to provide proof of legal authority to gain access to the personal data. For example you may be asked to provide a nationally accepted identity document, a letter of authority or consent, a relevant lasting power of attorney or proof of address etc. 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"/>		
Address	<input type="text"/>		

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)	<input type="text"/>
Office Location (if known)	<input type="text"/>
Relevant dates (if known)	<input type="text"/>

Name of Officer(s)  
(if known)

Additional Information

#### 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:

GreenSquareAccord  
178 Birmingham Road  
West Bromwich  
B70 6QG

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 provided email address.