

### SUBJECT ACCESS REQUEST FORM

This form is to be used by individuals who wish to find out what information, if any, we hold or are processing that relates to them. **Completion of this form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.** There is a guide at the end of this form to assist you in filling in this form.

The information requested below will help the us to satisfy us as to your identity and to find any data held about you. Please complete **all sections** and use CAPITAL letters and BLACK ink. You must sign this form which may then be submitted to us via scan/email.

**Section 1 – About yourself** Note 6

Title (Mr, Mrs etc)	Date of Birth	
Surname/Family Name	Sex (Male/Female)	
First Names		
Maiden/Former surnames		
Telephone Number (Day)		
Mobile Telephone Number		
Email address		
Current Home Address <i>(We will send written replies to this address)</i>		
Post Code		
<b>If you were an employee of an insolvent company or individual being dealt with by us, please give the full name of your former employer here</b>		

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name 1			
	From (Date):		To (Date):
Name 2			
	From (Date):		To (Date):

Address 1			
	Post Code		
	From (Date):		To (Date):
Address 2			
	Post Code		
	From (Date):		To (Date):

**Section 2 – Proof of identity** Note 7

To help establish your identity, you **must** submit one document from each of the following categories with your application:

**(a) Confirmation of name:**

Photo driving licence, passport, birth certificate.

**(b) Confirmation of address:**

Utility bill, bank or credit card statement, Council Tax Bill (or other equivalent/similar document – but it MUST show both your name and current address) within the last 3 months.

***Copies of documents are acceptable. However, if you submit original documents, please ensure you submit them by a form of registered post (e.g. Recorded Delivery). We do not accept responsibility for lost documents. Original documents will be returned to you when copied.***

**I am providing the following types of identification:**

<b>(a)</b>		<b>(b)</b>	
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**Section 3 – Helping us to find the information you want** Note 8

You should be as specific as possible regarding the details of the personal information you require. We will not reply to an open-ended request for access to information (e.g. “Give me a copy of all the data you hold on me.”). A sample of the most commonly requested data is shown on the next page.

Please use the space below to provide any further details that may help us to locate the information sought. For example, specific documents or information that you are seeking; the likely location of the information; the name of the person within ipd who may have created or had access to the information; and any relevant time periods.

**Additional information (optional)**

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Typical examples of data requested are as follows – this list is not intended to be exhaustive. Please indicate which data is requested:

<b>Period for which data has been held*</b>	From:	To:
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<b>Type of Information to be requested</b>	<input checked="" type="checkbox"/>
Title(s)	<input type="checkbox"/>
Name(s)	<input type="checkbox"/>
Gender	<input type="checkbox"/>
Home Address(es)	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>
Passport Number	<input type="checkbox"/>
Driving Licence Number	<input type="checkbox"/>
National Insurance Number	<input type="checkbox"/>
Tax reference(s)	<input type="checkbox"/>
Telephone number(s)	<input type="checkbox"/>
Personal email address(es)	<input type="checkbox"/>
Bank Account(s)	<input type="checkbox"/>
Credit Agreement(s) including credit card(s)	<input type="checkbox"/>
Insolvency details	<input type="checkbox"/>

<b>Other (please state):</b>
1.
2.
3.
4.
5.
6.

*\* If you do not state a time period, we will endeavour to provide information held within the last 6 years from the date of receipt of your application.*

**Section 4 – Declaration** <sup>Note 9</sup>

**Declaration** (to be signed by the applicant)

**The information that I have supplied in this application is correct, and I am the person to whom it relates.**

Signature		Date	
Name of Signatory			

**WARNING – attempting to obtain personal data to which you are not entitled may be an offence under the GDPR.**

**Your Checklist**

	✓		✓
Is your current contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all the sections?	
Have you paid the fee (where requested) and included evidence of payment?		Have you read the Guidance Notes?	
Have you provided further details to assist us in identifying and finding the information you have requested?			



## Guide to making a Subject Access Request (“SAR”)

### 1. Introduction

These notes are intended only as a guide to completing the Subject Access Request form, not as a guide to the GDPR itself. **Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.**

The rules on processing of personal data are set out in the General Data Protection Regulation (EU) 2016/679 (the “GDPR”).

Who we are (referred to as “We”, “Our”, “Us”):

Your data is held by Insolvency Practitioners Direct Limited, trading as “ipd”, company number 4460757, registered office at DaisyBank House, 17-19 Leek Road, Cheadle, Stoke-on-Trent, Staffordshire, ST10 1JE which is a **data controller**.

Martin Williamson is licensed to act as an Insolvency Practitioner in the UK by the Institute of Chartered Accountants in England and Wales, number 9222 and is a **data controller** and a **data processor**.

### 2. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you, subject to any fee specified by law;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date free of charge;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing the data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

Further details on your personal rights in respect of your data can be obtained at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### 3. Our rights

We will provide a copy of the information free of charge, as per the GDPR rules. However, we may charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive.

We may also charge a reasonable fee to comply with requests for further copies of the same information. We understand that this does not mean that we can charge for all subsequent access requests.

Where applicable, we will determine the 'reasonable fee' that must be based on our administrative cost of providing the information.

Where requests are manifestly unfounded, excessive and repetitive, we may refuse to act on the request or charge a reasonable administration fee. We will make a decision on this. We must provide information on our decision to the requestor in writing within 30 days and must state how we have reached our decision.

#### **4. Payment**

If a fee is to be charged, we will notify you of the level of the fee and the reasons for charging it at that level. We will not process a SAR without payment of the requested fee, payment of which must be made to a bank account designated by us, details of which will be provided on the invoice detailing the fee. We do not accept cheques, credit cards, debit cards, cash, or any other currency.

Applications that are made without payment of the correct fee will not be processed.

#### **5. Processing by us**

Applications will be processed promptly, but in any event a response will be made within 30 calendar days, as permitted under the provisions of the GDPR, from the date that we accept the properly completed application along with your proof of identity and (where applicable) the requested fee.

An application will not be accepted or processed unless the application is submitted correctly with all relevant information being supplied, including proof of identity and payment of any fee requested.

#### **6. Section 1 – About Yourself**

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any written correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here. We will not respond by email other than to acknowledge receipt of your request, provide progress updates, or confirm that the information requested has been sent to you.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' nominated office in the same way as if it was a personal request from you.

The information will also help us to confirm your identity (see Note 7).

#### **7. Section 2 – Proof of identity**

We have a duty to ensure that the information we process is secure. We will only provide the information relating to you if we are satisfied regarding your identity i.e. that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

We do not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information we hold about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her

information). That consent should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

#### **8. Section 3 – Helping us to find the information you want**

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (e.g. who in our organisation was/might be dealing with the matter).

We will not reply to an open-ended request for access to information (e.g. “Give me a copy of all the data you hold on me.”). You should be as specific as possible about the information you are requesting.

#### **9. Section 4– Declaration**

Please sign and date the application. We are unable to accept applications that have not been signed and dated by the person whose details are supplied in section 1, even if this form has been submitted by a person acting with their authority.

**WARNING – attempting to obtain personal data to which you are not entitled may be an offence under the GDPR.**

#### **10. Your Checklist**

This is a brief checklist to ensure that you have completed the form properly.

#### **11. Submission**

When you have completed the form, please send it together with your proof of identity and (where applicable) evidence that the requested fee has been paid, to:

The Data Processing Officer  
Insolvency Practitioners Direct Limited  
DaisyBank House  
17-19 Leek Road  
Cheadle  
Stoke-on-Trent  
Staffordshire  
ST10 1JE

If you wish to contact us before submitting this form, you may do so at:

Telephone: 01782 594344  
Email: [help@ipd-uk.com](mailto:help@ipd-uk.com)

**Forms that are incomplete will be returned; forms that are complete but for which suitable identification and/or the requested fee have not been received will be put on hold until you send us the missing items.**