



REQUEST FORM

Subject Access Request Form

Subject Access Request

Under the Data Protection Act you are entitled to request the personal data that we hold. If you wish to request the information we hold then please fill in this form and send it to the address below. The form should be accompanied with proof of ID.

Subject Access Requests

Albatross Bus & Coaches Ltd

14A Midland Road
Derby
DE1 2SN

1. Your details (Details of the person whose data is being requested)

Please circle: Mr Miss Mrs Ms Dr Prof Other (Specify):

Forename: _____ Surname: _____

Any other name by which you are known (if applicable):

Date of birth (Day/Month/Year): _____

Contact Address:

Contact email: _____ Phone Number: _____

2. Are you the person whose data is being requested (data subject)?

Yes (Please circle and go to question 4)

No If you are acting on the data subject's behalf, please ask him/her to complete section 3, or provide written authority that you are acting on their behalf.

3. I hereby authorise for my personal data to be released to:

Representatives Name: _____ Signed:

Representatives Address:

4. Please specify the nature of the information you are requesting:

5. Additional information (Please specify any additional information which may help us locate the information you have requested)

6. Please complete the following declaration, deleting anything that does not apply.

A - I _____ confirm that I am the individual whose data is being requested, and the information I have provided is true to the best of my knowledge.

B - I _____ confirm that I am acting on behalf of, and with the full knowledge of the data subject, and the information I have provided is true to the best of my knowledge.

Signed: _____

Date:

Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under the Data Protection Act.

Once completed please return the form to the address on page 1 along with

- A) Proof of ID – A copy of an original passport or driving licence and a utility bill which is no more than 3 months old.

7. Data Protection Complaints Procedure

Albatross Bus & Coaches Ltd intend to fully comply with the Data Protection Act. If you have any concerns regarding your personal information, how it has been managed, please contact **(Name)** who looks after Data protection on behalf of Albatross Bus & Coaches Ltd.

If you feel that your questions have not been fully satisfied or that your subject access request has not been fulfilled, please use Albatross Bus & Coaches Ltd compliant procedure. Details of which can be obtained from **(Name)**

If you are still not satisfied you have the right to contact the Information Commissioners Office. They are an independent body overseeing compliance with the Act. They can be contacted at www.ico.org

Should you require further information on your rights to access information can be obtained from:

The Information Commissioners Office

Wycliffe House
Water lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

For Internal Use Only

Date completed form received	
Proof of identification confirmed	
Fee Included	
Reference Number	
Request actioned	
Additional information requested	