

## Direct Data Subject Access Request Form

This form allows you to request information we hold about you, in accordance with the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR).

### How Long Will It Take Us to Respond?

We aim to respond promptly and, in any case, within 30 days from the later of:

- a) The date we receive your written request
- b) The date we receive any additional information we may need from you to process your request

### How Will We Respond?

To provide the information as quickly as possible, we will send it to you via email.

### How Will We Use the Details You Provide?

The details you provide on this form will be used to verify your identity and help us understand and fulfill your request accurately. While completing this form is optional, it helps us process your request more efficiently.

### Where Should You Send Your Form?

Please return this form to our Data Privacy Officer, Jennifer Sutcliffe, by emailing [dataprivacy@computer-talk.com](mailto:dataprivacy@computer-talk.com). Include "Data Subject Access Request" in the email subject line.

**Section 1: Data Subject Details**

Provide the details of the person whose details you are requesting in the box below.

Full Name

Date of Birth (MM/DD/YYYY)

Address

Phone Number

Email Address

To protect your privacy and ensure we release information to the correct individual, we require proof of identity and address. Please provide a photocopy or scanned image of one of the following:

- a) Proof of identity (e.g., passport, photo driving license, national identity card, birth certificate)
- b) Proof of address (e.g., utility bill, bank statement, credit card statement (no older than three months), driver's license)

If we cannot satisfactorily verify your identity, we reserve the right to refuse your request.

**Section 2: Information Requested**

Which right do you wish to exercise?

*Please tick one box only.*

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Please provide as much detail as possible about the personal data you are requesting access to, wish to correct, or want erased. Include relevant timeframes, dates, names, document types, file numbers, or any other information that will help us locate your data.

If your request is unclear or too broad (e.g., "all information about me"), we will contact you for further clarification. We will begin processing your request once we have verified your identity and have sufficient details to locate the data.

Please note that if the information you request contains details about another person, either directly or indirectly, we may need to obtain that person's consent before disclosing the information to you. In certain situations where disclosure could negatively impact the rights and freedoms of others, we may be unable to provide the requested information. In such cases, we will inform you promptly and explain the reasons for our decision.

While we generally aim to provide you with copies of the information you request, we reserve the right, in accordance with applicable laws, including Article 12 of the GDPR, to refuse or charge a reasonable fee for requests that are manifestly unfounded, excessive, or would require disproportionate effort to fulfill. If we are unable to provide copies, we will strive to offer a suitable alternative, such as a summary or other form of access to the information.

### **Section 3: Declaration**

I confirm that the information I have provided is accurate and complete to the best of my knowledge and belief. I understand that providing inaccurate or incomplete information may result in delays or refusal of my request.

Full Name

Signature

Date (MM/DD/YYYY)

### **Submission Instructions**

Please return your completed form to our Data Privacy Officer, Jennifer Sutcliffe, at [dataprivacy@computer-talk.com](mailto:dataprivacy@computer-talk.com).

Documents that must accompany this application:

- Proof of identity (see Section 1)

**What Happens Next?**

We will acknowledge receipt of your Data Subject Access Request and aim to respond within 30 days of receiving your completed form, along with valid proof of identity.