

Third-Party Data Subject Access Request Form

This form allows an authorized third party to request access to personal 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 information provided on this form will be used to verify both your identity and the identity of the individual acting on your behalf, and to ensure we fully understand and accurately respond to your request. 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. Include "Data Subject Access Request" in the email subject line.

Section 1: Authorization

If you are submitting this Data Subject Access Request (DSAR) on behalf of someone else, you must have their written authorization. Without this, we will be unable to process the request.

Please ask the individual whose data is being requested to complete and sign the authorization below.

Name of Third Party

Name of Data Subject

Signature of Data Subject

Date (MM/DD/YYYY)

Section 2: Third Party Details

If you are acting on behalf of another person, please provide your own details below.

Full Name

Date of Birth (MM/DD/YYYY)

Address

Phone Number

Email Address

You must provide valid identification to confirm your identity. 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 3: Data Subject Details

Please provide the information of the individual whose personal data is being requested.

Full Name

Date of Birth (MM/DD/YYYY)

Address

Phone Number

Email Address

In addition to your own identification, the data subject must also provide identification that meets the criteria outlined in Section 2.

Section 4: 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 5: Declaration

I confirm that the information provided in this form is accurate and complete to the best of my knowledge. I understand that providing false or incomplete information may result in delays or rejection of the 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.

Documents that must accompany this application:

- Authorization from the data subject (see Section 1)
- Proof of your identity (see Section 2)
- Proof of the data subject's identity (see Section 3)

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.