



# Renaissance Legal

## **Data Subject Access Request Form**

The General Data Protection Regulations 2016 and the Data Protection Act 2018 grants you the right to access your personal data held by Renaissance Legal, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data and obtain a copy of the personal data that we process.

To process your Data Subject Access Request, it would be helpful if you could complete the form below, in order to give us enough information to be able to locate all relevant personal data for you. You do not have to use this form, but it should make the process easier and help us respond to you as quickly as possible. We expect to respond to you within one month of receipt of your request and receiving proof of your identity. We will use the information you provide on this form to identify you and respond to your request. Please note that you cannot make a Data Subject Access Request unless you are the data subject, or suitably authorised to make the request on behalf of the data subject.

In addition to your access right to your personal data, you also have the right to ask for your personal data to be corrected or erased (unless we need to hold on to this for legal reasons) and to restrict how we process your personal data. For more details on your rights, please see our Privacy Policy, or the UK Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

Information	To be completed by the data subject
First and last name of data subject	
Any other names that you have been known by (eg, previous surnames)	
Home address	
Date of birth	
Telephone number	
Email address	

Before we can provide you with any data, we will need to see proof of your identity, together with a copy of proof of your address. Please see page 4 for further information. We may request additional information from you to identify you, so that we can ensure you are the named data subject (i.e. proof of name, address and date of birth).

### **Information requested**

To help us process your request quickly and efficiently, please provide as much information as possible about the personal data that you are requesting access to. Please include (where relevant) timeframes, dates, names, types of documents, file numbers or any other information to help us locate your personal data. We will contact you for additional information if the scope of your request is unclear or does not provide

sufficient information for us to conduct a search. We will start to process your request as soon as we have verified your identity and have all the information we need to locate your personal data.

We will be able to complete the search more swiftly if we have clear details about the information you would like to have access to. Therefore, please can you provide details of the information about you that you are requesting, to help us locate and provide your personal data to you.

Information requested	Details to be completed by you
Details of data requested	
Additional information to help locate personal data	
Electronic or hard copy?	<input type="checkbox"/> Electronic <input type="checkbox"/> Hard copy

In response to your request, we will provide you with information on the personal data about you that we hold, the purposes that we process that personal data for, details of any recipients who might receive your personal data from us and how long we will store your personal data for. If the information we hold is inaccurate in any way, then you have the right to request for this to be corrected. If you have any concerns about the way in which we process your personal data, then please raise these with us first so that we can discuss this with you, although if you are not happy about any details we provide to you, then you can raise a complaint to the ICO.

If the information you request includes details of a third party, we will either seek permission from that third party to include their data in our response to you, or this will be redacted before responding. However, if we cannot provide you with access to your personal data because disclosing this would infringe the rights and freedoms of a third party, then we will notify you of this. Applicable law may also allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased or anonymised your personal data as part of our record keeping practices, so in those instances, we will notify you of such restrictions.

**Signature of data subject**

I confirm that the information I have provided in this form is correct and that I am the person named as the data subject at the top of this form. I understand that Renaissance Legal must verify my identity and may need me to provide further information in order to comply with my request and that my request will not be valid until those checks have been completed and/or further information provided. I acknowledge that I am entitled to one free copy of my personal data, but any further copies may incur a reasonable fee for administrative costs.

Signature of data subject: .....

Date: .....

### **Requests made on behalf of the data subject**

Where you are not the data subject but you are making a subject access request on their behalf, please complete this section of the form, with your name and contact details.

Information	To be completed by the data subject
First and last name of requester	
Home address	
Telephone number	
Email address	
What is your relationship to the data subject (eg, son or daughter, parent, solicitor, etc)?	
If the data subject is under 13, do you have parental authority to act for them?	

Before we can provide you with any data, we will need to see proof of your identity, together with a copy of proof of your address. Please see page 4 for further information.

We also require proof of identity of the data subject before we can respond to the request, which needs to be in the forms detailed on page 4. We also require a copy of your authority to act on behalf of the data subject before we can respond to a request, in one of the following forms:

- Written consent signed by the data subject
- A certified power of attorney
- Evidence of parental responsibility

We may request additional information from you to help confirm the data subject's identity if required. We may also refuse to act on the request if we are unable to identify the data subject or verify your authority to act on the data subject's behalf.

### **Signature of requester on behalf of the data subject**

I confirm that I am authorised to act on behalf of the data subject detailed in this form and that Renaissance Legal must confirm my identity and authority to act on the data subject's behalf and may need additional information from me in order to respond to the request made on behalf of the data subject.

Signature of requester: .....

Date: .....

### **Our contact details**

If you have any queries about this form or you are making a Data Subject Access Request, please contact us either by email at: [info@renaissancelegal.co.uk](mailto:info@renaissancelegal.co.uk), by telephone on 01273 610611, or by post at Renaissance Legal Ltd, Pacific House, 126 Dyke Road, Brighton, BN1 3TE.



# Renaissance Legal

## IDENTITY REQUIREMENTS

The documents which are required for this purpose are set out in List A and List B below. We need to see one document from List A and one from List B. In each case, we need to see the original document (not a copy) and we need to see you in person.

List A ID with photograph	List B Proof of current address
<ul style="list-style-type: none"><li>• Current signed passport</li><li>• Current UK or EEA photocard driving licence (not old style paper licence)</li><li>• Residence permit issued by the Home Office</li><li>• Current EEA member state identity card</li><li>• Firearms or shotgun certificate</li><li>• National identity card with photograph</li></ul>	<ul style="list-style-type: none"><li>• A utility bill (gas, electric, water, satellite TV, landline) less than 3 months old (either an original bill received by you or a printed version of an online bill that you have access to)</li><li>• Current UK or EEA photocard or paper driving licence (provided this is not used as a document from List A)</li><li>• Local authority council tax bill for the current year</li><li>• HMRC tax demand dated within current financial year</li></ul>

**Documents we will not accept include, but are not limited to** – provisional driving licence, bus pass, bank statements, mobile phone bills or credit card statements.

If it is not possible to meet with you to check your identification documents, we will accept copies of the documents checked and verified by the Post Office under their Identity Checking Service (currently £12.75). If it is not possible to get ID to us, then we can carry out an online identity check at a cost of £7.80 per person. If you have any difficulty in providing the documents, please contact us immediately.