

General Data Protection Regulations 2016

Subject Access Request Form



Dexel Tyre Company Ltd (trading as Dexel Tyre & Auto Centre TM) collects, holds, and processes certain personal data about our customers and employees ("data subjects"). As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation ("GDPR") to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us
- Access to your personal data
- Details of how we use your personal data and why
- Details of any sharing or transfers of your personal data
- How long we hold your personal data
- Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data and/or to object to our processing of it.

Administration fee:

Dexel Tyre Company Ltd reserves the right to charge a fee of £10.00 for requests that are considered unfounded, excessive or repetitive, solely at our discretion. This fee follows the guidelines set by the Data Protection Regulator, The Information Commissioner's Office (ICO) and is for the sole purpose of meeting our administrative costs in providing you with the requested information.

Proof of identity:

We require proof of your identity before we can disclose personal data. We require two original pieces of documentation, at least one of which must display a signature. Valid proofs of identification include; birth certificate, passport, driving licence, Child benefit book, Pension book, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill (less than 3 months old).

The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

Proof of entitlement:

Only the data subject can request to view or discuss the personal data/information held about them. Where the data subject is aged 16 or over and has the mental capacity to make their own decisions (as defined in the Mental Capacity Act 2005) it is normal for the data subject to make their own subject access requests. However, the data subject can appoint someone else to make the subject access request on their behalf. In these situations, the person making subject access request on behalf of the data subject needs to demonstrate they are entitled to do so. We require one of the following proofs of entitlement:

1. Making a subject access request on behalf of a person with mental capacity aged 16 or over.

Proof of permission to make the data subject request – a signed letter or consent form from the data subject
(we may contact the data subject for confirmation that we can release the information to you).

2. Making a data subject request on behalf of a person lacking mental capacity aged 16 or over.

For persons aged 18 or over, proof of a valid Lasting Power of Attorney or an Enduring Power of Attorney or proof of Court-appointed Deputyship.

Timescale:

Your request will be processed within 30 days upon receipt of a fully completed form and proof of identity. Should Dixel Tyre Company Ltd require more than 30 days to process your request, or if it is deemed that the request will be subject to a £10.00 administration fee, Dixel Tyre Company Ltd will contact you within the 30-day period and let you know.

To proceed with a Subject Access Request (SAR), please complete this form beginning overleaf and return it as denoted at the end of the form.

Section 1 - Details of the Data Subject

If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

Title (please circle)	Mr / Mrs /Ms / Miss / Dr	Full name	
Address			
		Post Code	
Telephone Number		Email	
Other information to help identify you			

Section 2 - Details of the Entitled Person, acting on behalf of the Data Subject

Title (please circle)	Mr / Mrs /Ms / Miss / Dr	Full name	
Address			
		Post Code	
Telephone Number		Email	
Other information to help identify them			
Relationship to the data subject? (e.g. parent, carer, legal representative)			

Section 3 – Details of the information you are requesting

- Employee Previous Employee Customer Subject Access
Correction Objection (Restrict/Stop processing) Removal Transfer

Specific details of the information being requested.	
--	--

Section 4 – Proof of Identification and Entitlement

Documents supplied as **proof of identity**:

- Utility bill (less than 3 months old) Bank statement Passport Driving License
Other _____

Documents supplied as **proof of entitlement**:

- Signed letter or Consent Form Lasting or Enduring Power of Attorney Proof of Court-appointed Deputyship
Other _____

Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge.

I certify that I am the data subject named in this Subject Access Request Form and will fully indemnify Dixel Tyre Company Ltd for all losses and expenses incurred if I am not.

I understand that Dixel Tyre Company Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
--------------	--

Signature:		Date:	
-------------------	--	--------------	--

OR

Authorised person – Declaration (if applicable):

I certify that the information provided on this form is correct to the best of my knowledge.

I certify that I am legally authorised to act on behalf of the data subject and will fully indemnify Dixel Tyre Company Ltd for all losses and expenses incurred if I am not.

I understand that Dixel Tyre Company Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Name:	
--------------	--

Signature:		Date:	
-------------------	--	--------------	--

WARNING: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

Once completed, this form must be emailed to privacy@dixel.co.uk

Or

sent to: **Data Protection Office, Dixel Tyre & Auto Centre, 128 Staniforth Road, Sheffield, S9 3JQ**

FOR DEXEL TYRE COMPANY LTD OFFICE USE ONLY

Date Received			
Additional information required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date requested
Details (If applicable)			
Request Accepted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Reason for rejection (If applicable)			

Data Control Officer Signed		Date of Response	
-----------------------------	--	------------------	--