

Subject Access Request

How to apply for access to information held by Vigeo Media Group Ltd (VMG)

These notes explain how you can find out what information, if any, is held about you by Vigeo Media Group Ltd.

Your Rights

Subject to certain exemptions, you have a right to be told whether any personal data is held about you. You also have a right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise. VMG will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to another individual(s), who can be identified from that information, we are not obliged to comply with an access request unless -

- the other individual has consented to the disclosure of information, or
- it is reasonable in all the circumstances to comply with the request without the consent of the other individual(s)

Our Rights

We may deny access to information where the disclosure of the data might cause serious harm to you or another individual.

Fee

There is no long a fee payable for each access request. Under GDPR these are now free of charge provided that they are reasonable.

Please note:

If you require to know where we may have acquired your details from i.e. the name of our supplier, you do not need to complete this form. We are usually more than happy to correspond with you by telephone and / or email to provide those details and this can provide you with a much quicker response.

You only need to complete this form where you require an actual copy of the information that we may hold about you. In many cases, the information that we hold about you may be as brief as your name, address and telephone number.



Data Subject Access Request Application

THE APPLICATION FORM:

(N.B. ALL sections of the form must be completed. Failure to do so may delay your application)

Section 1 Asks you to give information about yourself that will help us to confirm your identity. We have a duty to ensure that the information we hold is secure and we must be satisfied that you are who you say you are.

Section 2 Asks you to provide evidence of your identity by producing TWO official documents (which between them clearly show your name, date of birth and current address). We will accept photocopies.

Section 3 Asks you to confirm that you require a copy of the data we hold about you as opposed to establishing from which company we have acquired your data from.

Section 4a You must sign the declaration.

Section 4b It can often assist us in locating your details if you provide us with the additional information requested in this section. If you are unable or unwilling to provide any of these details it may affect our ability to respond to you fully.

When you have completed and checked this form, take or send it together with the required TWO identification documents to:

VIGEO MEDIA GROUP LTD, 14, QUEEN SQUARE, BATH, BA1 2HN

SECTION 1 (About Yourself)

The information requested below is to help us: (a) satisfy ourselves as to your identity, and (b) find any data held about you.

PLEASE USE BLOCK LETTERS

Title (tick box as appropriate)	Mr		Mrs		Miss		Ms	
Other title (eg Dr. Rev. etc)								
Surname/family name								
First names								
Maiden name/former names								
Sex (tick box)	Male			Female				
Date of Birth								
Place of Birth	Town							
	Country							



Data Subject Access Request Application

Your Current Home Address (to which we will reply)	
	Post Code
A telephone number will be helpful in case you need to be contacted.	Telephone

If you have lived at the above address for less than **5 years**, please give your previous addresses for the period:

Previous address (1)				
Dates of occupancy	From:		To:	
Previous address (2)				
Dates of occupancy	From:		To:	



Data Subject Access Request Application

SECTION 2 (Proof of Identity)

To help establish your identity your application must be accompanied by TWO official documents that between them clearly show your name, date of birth and current address, photocopies are acceptable.

For example: a birth/adoption certificate, driving licence, medical card, passport or other official document that shows your name and address.

Failure to provide this Proof of Identity may delay your application

SECTION 3 (Supply of Information)

You have a right, subject to certain exceptions, to receive a copy of the information in a permanent form.

Do you wish to:

(a) Receive a permanent copy of the information we hold about you	Yes:		No:	
(b) Only wish to know where we got your details from	Yes:		No:	

Please note: If you require to know where we may have acquired your details from i.e. the name of our supplier, you do not need to complete this form. We are usually more than happy to correspond with you by telephone and / or email to provide those details.

SECTION 4a (Declaration)

DECLARATION (to be signed by the applicant)

The information that I have supplied in this application is correct and I am the person to whom it relates.

Sign by:		Date:	
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Warning - A person who impersonates or attempts to impersonate another may be guilty of an offence.

SECTION 4b (To help us find the information)

It can help us in identifying / locating your record if you can confirm the following:

How were you contacted (e.g. by telephone):

What telephone number / email you were contacted on:

(If you were contacted by email, please enclose a copy of the email with your request)

When were you contacted?



Data Subject Access Request Application

What information can you tell us about the person or company who contacted you?

Before returning this form, please check:

- » Have you completed **ALL** Sections in this form?
- » Have you enclosed **TWO** identification documents?
- » Have you **SIGNED** and **DATED** the form?

Further Information:-

These notes are only a guide. The law is set out in the Data Protection Act, 1998, obtainable from The Stationery Office. Further information and advice may be obtained from:

The Office of the Information Commissioner
Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: (01625) 545745

Please note that this application for access to information must be made directly to Vigeo Media Group Ltd, 14, Queen Square, Bath BA1 2HN and NOT to the Information Commissioner.



Data Subject Access Request Application

OFFICIAL USE ONLY

Please complete ALL of this Section.

Application checked and legible? Date

application

received

Identification documents checked? Fee paid

Details of two documents (see page 3)

Method of payment

Receipt
No.

Documents Returned?

Member of Staff completing this Section:

Name Location

Signature Date

To be completed by Customer Services	
Date Form received	
Sufficient information supplied to process request	Y / N
If N, details of additional info required:	
Details of information released:	
Sign by	Date: