



Subject Access Request Form

This form is for any person who wishes to apply for access to personal data held by Enable Business Solutions Ltd. A separate form should be completed for each individual.

Note: This is not a mandatory form. Subject access requests made in other formats will also be accepted but this form is designed to speed up the process.

You can make a Subject Access Request by contacting Enable in any of the following ways:

By writing to:

Data Privacy Officer
Enable Business Solutions
84 Temple Chambers
Temple Avenue
London
EC4Y 0HP

By emailing (recommended):

data.privacy@enableplc.com

By phoning:

+44 (0) 20 3743 9626

Subject Access Request Guidance: *please read before completing the Subject Access Request Form*

Which section should I complete?

- **Sections 1, 3, 5 and 6** should be completed for all applications.
- **Sections 2, 4 and 7** should only be completed if the application is being made by a representative (someone other than the data subject themselves).

Subject Access Request Form

Section 1 – Applicant details

Forename(s):	
Family name:	
Previous family name:	
Phone number:	
Email address:	

Section 2 – Representative details

(If completed Enable Business Solutions will reply to the address provided in this section)

Full name of representative:	
Address:	
Daytime phone number:	
Email address:	

Section 3 – Proof of the applicant's identity

In order to prove the applicant's identity, we need to see evidence in the form of a current passport or driving licence. Please indicate which one you are supplying.

Please DO NOT send an original passport or driving licence.

Passport	<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>
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Section 4 – Proof of representative's identity

Please provide evidence in the form of a current passport or driving licence. Please indicate which one you are supply.

Please DO NOT send an original passport or driving licence.

Passport	<input type="checkbox"/>	Photo driving licence	<input type="checkbox"/>
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Section 5 – Details of information required

<p>Specific details about the information you require:</p>	
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Section 6 – Declaration

The information which I have supplied in this application is correct, and I am the person whom it relates or a representative acting on his/her behalf. I understand that Enable Business Solutions Ltd may need to obtain further information from me/my representative in order to comply with this request.

Signature of Applicant:	Date:
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Section 7 – Authority to release information to a representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant’s signature below, or provide a separate note of authority. This must be an original signature, not a photocopy.

I hereby give my authority for the representative named in Section 2 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation.	
Signature of Applicant:	Date:
Signature of Representative:	Date: