

Alpha 3 Manufacturing Ltd

Data Subject Request Form



The General Data Protection Regulations (GDPR) 2018 provides you, the data subject, with a right to obtain from Alpha 3 Manufacturing information on the personal data Alpha 3 Manufacturing holds and/or processes about you. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. After we have received a sufficiently clear request and have verified and established your identity, your request will be processed within one month.

Proof of identity:

We require proof of your identity before we can disclose personal data. Alpha 3 Manufacturing may require additional information and documents to establish your identity such as e.g. passport, ID-card, driving licence.

Please fill in your details (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: Mr Mrs Ms Miss Other

Surname/ Family Name:

First Name(s)/Forenames:

Date of Birth*:

Address:

Post Code:

Capacity: Employee Customer Supplier Other

*Employees or former employees only

Personal Information

If requesting employment records, please note below if you are a current employee or a former employee, together with dates of employment and employee ID if known. If you are working or have worked for a customer or supplier of Alpha 3 Manufacturing, please note below the name, address and VAT number of the customer or supplier.

If you only want to know what information is held in specific records, please indicate this in the box below. For example, sales order history, employment record, emails between you and another party, etc.

Specific Details:

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If you wish to receive a copy of your personal data undergoing processing, please indicate in the Specific Details above. For any further copies you request, Alpha 3 Manufacturing may charge a reasonable fee based on administrative costs. This right cannot adversely affect the rights and freedoms of others.

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Data Subject Declaration:

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Alpha 3 Manufacturing 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 personal data breaches data protection laws and may be subject to prosecution.

Receipt of Information

I wish to:

Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)

Receive the information by post*

Collect the information in person

*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity to the data controller:

simon.heyward@alpha3manufacturing.com

Alpha 3 Manufacturing will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Alpha 3 Manufacturing's data retention policy, and will be disposed of in a safe and secure manner.