

Subject Access Request / Amendment – Application Form

Please ensure that all relevant sections of the form are completed and all the supporting documentation and fee are enclosed. Failure to do so may delay the processing of your request.

Section 1 – Details of the Data Subject

Title			
Surname		Forename	
Please state if you are known to use by any other Name (s)		Date of Birth	
Address (this is the address we reply to)			
Post Code			
Telephone Number			
Email Address			
Preferred Contact Method			
Any previous addresses that are relevant in relation to this request			
Post Code			

Are you the Data Subject?

Yes:

Please complete section 2

No:

If you are acting on behalf of the Data Subject, a signed copy of their authority to act on their behalf must also be enclosed along with 2 forms of identification.

Please provide a description of your relationship with the Data Subject that leads you to make this request for information on their behalf: for example, a Solicitor.

Section 2 – Proof of Identity

2.1 To help establish your identity your application must be accompanied by photocopies of **two** official documents that between them clearly show your name, date of birth and current address. For example;

- Birth/ adoption certificate
- Driving licence
- Medical card
- Passport
- Other official document that shows your name and address.

Please state which forms of identification you have supplied:

Identification 1	
Identification 2	

Section 3 – Exercising your rights

3.1 please confirm the service that you are requesting together with any other relevant information. This will help to ensure that we provide you with the information you require.

		Please provide further detail
Access to personal Information		
Rectification of information		
Erasure of information		

Section 4 – Declaration

Please ensure that you complete this section.

<p>I....., certify that the information given on this application form to Dolphin Living is true. I understand that it may be necessary to obtain more detailed information in order to locate the correct information.</p> <p>Signature..... Date.....</p>

Before returning this form, please check: -

- You have completed ALL sections in the form
- You have enclosed TWO identification documents



- You have signed and dated the form
- You have enclosed the £10.00 fee
- Signed authority from data subject (if applicable)

Once you have completed and checked the form, please send it to:

Head of Corporate Services
Dolphin Living
4th Floor, 11 Belgrave Road
London, SW1V 1RB

Once received we will endeavour to send you the requested information or review your request within 1 month.

If your request is complicated or we require additional information that may affect our ability to meet this target we will inform you in writing.