

SUBJECT ACCESS REQUEST FORM

Under the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018, data subjects may ask for copies of paper and soft copy records that an organisation holds, shares or uses about them. To deal with your request we require proof of your identity, and information to enable us locate the personal data that you request. Please complete this form and return it to us with proof of your identity to GDPR Queries at Hub Controls Ltd, Synergy Centre, ITT Dublin, Tallaght, D24 A386, Ireland. We will acknowledge receipt and respond within one month.

1. Personal details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
First name					
Surname					
Current address					
Telephone number/mobile					
Email address					
Date of birth					
Details of identification provided to confirm name of data subject					

We need these details in order to:

- a) find the Personal Data which you have requested;
- b) communicate with you about your request; and
- c) keep a record of your data subject access request.

2. Proof of identity

To establish your identity your application must be accompanied by identification that shows your name and current address. Please enclose a copy of one of the following as proof of identity: copy passport or driving licence, birth certificate and a copy of a bank statement or utility bill dated within the last three months. Please do not send any original documents.

This is to ensure that we are only sending information to you, the data subject, and not to a third party. If none of these are available, please contact GDPR Queries at Hub Controls Ltd, Synergy Centre, ITT Dublin, Tallaght, D24 A386, Ireland for advice on other acceptable forms of identification.

3. Information requested

To help us to deal with your request quickly please provide as much detail as possible about the information you want.

DESCRIPTION OF PERSONAL DATA	INSERT DETAIL
Data ranges	
Description of data	

I, _____, confirm that the information provided in this form is correct and that I am the data subject whose name appears on this form. I understand that Hub Controls Ltd must confirm proof of identity and that it may be necessary to contact me again for further information in order to locate the personal data I want. I also understand that my request will not be valid until all information requested is received by Hub Controls Ltd.

Signature: _____

Date: _____

4. Details of person requesting the information (if not the data subject):

Are you acting on behalf of the data subject with their written or other legal authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information.					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/>
First name					
Surname					
Current address					
Telephone number/mobile					
Email address					

4.1. Declaration

I, _____, the undersigned and the person identified in (2) above, hereby request that Hub Controls Ltd provide me with the data about the data subject identified in (1) above.

Signature: _____

Date: _____

This form must immediately be forwarded to Hub Controls Ltd's GDPR Owner.