

General Data Protection Regulations 2016

Subject Access Request Form

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide proof of your identity. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, driving license, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

The document must be countersigned by someone else to prove the identity of the person applying. This person must work in a recognised profession (See examples at the bottom of the document). They can't be closely-related to or involved with the person applying.

Administration fee:

Arthur's policy is not to charge for Subject Access Requests.

Section 1

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 <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other -
Surname/ Family Name:
First Name(s)/ Forenames:

Arthur Financial Ltd

T 0203 5877 234
E info@arthur.co.uk

Arthur.co.uk

No. 6 Lloyd's Avenue
London EC3N 3AX

Registered in England / Company No 07210819

Employment Records:

If you are now or have been employed by Arthur Financial and are seeking personal information in relation to your employment, please provide details such as Line Manager/Dates of employment.

Section 2

Please, complete this section of the form with your detail if you are acting on behalf of someone else (i.e. the data subject)

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Title:

Mr Mrs Ms Miss Other -

Surname/ Family Name:

First Name(s)/ Forenames:

Date of Birth:

Address:

Post Code:

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I am enclosing the following copies as proof of identity:

Birth certificate Driving License Passport An official letter to my address

What is your relationship to the data subject? (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of authority Lasting or Enduring Power of Attorney Evidence of parental responsibility

Other (give details):

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 Arthur Financial 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:

Authorised person – Declaration (if applicable)

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Arthur Financial is Arthur Financial 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 data is guilty of a criminal offence and is liable to prosecution.

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I wish to:

Receive the information in electronic format <input type="checkbox"/> (some files may be too large to transmit electronically, and we may have to supply in CD format)	
Receive the information by post* <input type="checkbox"/>	Collect the information in person <input type="checkbox"/>
View a copy of the information only <input type="checkbox"/>	Go through the information with a member of staff <input type="checkbox"/>
*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:

Arthur Financial
No. 6 Lloyd's Avenue
London EC3N 3AX
theteam@arthur.co.uk

Arthur Financial will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept as long as necessary and in accordance with Arthur Financials' retention policy, will be disposed of in a safe and secure manner.

Examples of recognised professions include:

Accountant, Airline pilot, Articled clerk of a limited company, Assurance agent of recognised company, Bank/building society official, Barrister, Chairman/director of limited company, Chiropodist, Commissioner for oaths, Councillor, eg local or county, Civil servant (permanent), Dentist, Director/manager/personnel officer of a vat-registered company, Engineer - with professional qualifications, Financial services intermediary, eg a stockbroker or insurance broker, Fire service official, Funeral director, Insurance agent (full time) of a recognised company, Journalist, Justice of the peace, Legal secretary - fellow or associate member of the institute of legal secretaries and pas, Licensee of public house, Local government officer, Manager/personnel officer of a limited company, Member, associate or fellow of a professional body, Member of parliament, Merchant navy officer, Minister of a recognised religion - including christian science, Nurse - rgn or rmn, Officer of the armed services, Optician, Paralegal - certified paralegal, qualified paralegal or associate member of the institute of paralegals, Person with honours, eg an obe or mbe, Pharmacist, Photographer - professional, Police officer, Post office official, President/secretary of a recognised organisation, Salvation army officer, Social worker, Solicitor Surveyor, Teacher, lecturer, Trade union officer, Travel agent - qualified, Valuer or auctioneer - fellows and associate members of the incorporated society, Warrant officers and chief petty officers

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