

**Data Portability Request Form**

Under the General Data Protection Regulations, you have the statutory right to ask for an electronic copy of your data and to reuse it for your own purposes. This right has been designed to allow individuals to request to move, copy or transfer their personal data from one IT environment to another in a safe and secure way.

To help us carry out this request, please carefully complete this form, read and sign the declaration, and then send the completed form, along with proof of identity to Hoople Limited.

In order to protect your confidentiality, **you will need to supply proof of your identity. Acceptable evidence is an official identity document containing a photograph, such as a current passport or driving licence.**

You can take this document to the Hoople Offices at Plough Lane, Hereford, or alternatively you can send a copy via email to data.protection@hoopleltd.co.uk or by post to the Data Protection Officer, Hoople Limited, Plough Lane, Hereford HR4 0LE.

**Section 1 - Details of the person making the request**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Date of birth: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |

**Section 2 - Are you requesting information about yourself?**

If yes - please go to **section 4.**

If no, if you are making the request on behalf of another person you must enclose with the request a signed authority from them to do so. If you are making the application because the data subject lacks capacity to make the application in their own right please outline your authority to make the application in their stead (for example, Power of Attorney). You should enclose a copy of any evidence that you may have of that authority. Hoople will contact you if further evidence is required (please complete **section 3**).

**Section 3 - Details of the Data Subject (if your request is on behalf of someone else)**

|  |  |
| --- | --- |
| Title: |  |
| First name(s): |  |
| Last name: |  |
| Address: |  |
| Daytime Tel No: |  |
| Email: |  |
| Relationship to subject: |  |

**Section 4 – Data Portability**

Please provide details of the personal information for which you are requesting an electronic copy. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

|  |
| --- |
| Please provide details of specific service / process in respect of this request  |
|  |
| Please provide details of the personal data in respect of this request eg name, address etc |
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**Section 5 - Declaration**

I certify the information on this form is true and correct

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If as a result of the search you are dissatisfied with the way we are using your personal information you should raise the matter with the Data Protection Officer who can be contacted via the address on page 1.

We will do everything we can to put the matter right and if we disagree with you we will tell you our reasons. The Data Protection Officer will be happy to give you an explanation of your rights under the Data Protection Act/ General Data Protection Regulations.