

**Subject Access Request form**

Under the Data Protection Act you have a statutory right to ask what personal information Hoople holds about you and what it uses the information for, subject to certain exemptions. To help us carry out your 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.**

**Fees:** There is a £10 charge for submitting a Subject Access Request. Cheques must be made payable to “Hoople Limited”.

Hoople has the right to charge a ‘reasonable fee’ when a request is manifestly unfounded or excessive, particularly if it is repetitive. Hoople also has the right to charge a reasonable fee to comply with requests for further copies of the same information.

Where a fee is payable, your Subject Access Request will only be processed upon written confirmation from you that you agree to pay the stipulated fee

You can take your proof of identity document / payment to the Hoople Offices at Plough Lane, Hereford, or alternatively you can send a copy via email to [data.protection@hoopleltd.co.uk](mailto: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 requesting information on behalf of someone else)**

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

**Section 4 - Describe the information you are requesting**

Please be as specific as possible and include all relevant departments. If you would like to see only specific document(s), for example a specific departmental file or form, please describe these below. Please note that if insufficient detail is provided, we may have to come back to you to clarify.

|  |
| --- |
|  |

**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 above. 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 Regulations.