

## ABOUT THE INDIVIDUAL RIGHTS REQUEST FORM

### What personal data rights do I have?

The law, including the EU General Data Protection Regulation (GDPR), gives you certain rights in relation to your personal data, including the rights to:

- Access your personal data
- Rectify your personal data if it is inaccurate or incomplete
- Ask us to erase your personal data and prevent processing in specific circumstances
- Restrict processing of your personal data in certain circumstances
- Obtain and reuse your personal data for your own purposes across different services
- Object to processing your personal data in certain circumstances

### How can I find out more about my rights or about your data protection?

If you want to find out more about these rights or how we protect personal data, contact:

**Contact Name:** Chris Brookman

**Email Address:** [chris@backtoearth.co.uk](mailto:chris@backtoearth.co.uk)

### How do I exercise my rights?

You can email us or complete this form and

**Email it to:** [chris@backtoearth.co.uk](mailto:chris@backtoearth.co.uk)

**Post it to:** 7 Tuns Lane, Silverton, Exeter, EX5 4HY

### Do I need to use this form?

You do not have to use this form if you don't want to but it does explain what information we need. Using the form will usually mean that your request is finalised more quickly. If you prefer to write to us you will find it helpful to look at the form to identify the information that we need.

### When can I expect a reply?

We will reply to you as soon as we can and within 1 month of receiving your request. If for some reason we need more information, cannot comply with your request or there is going to be a delay then we will also let you know within 1 month of receiving your request.

### Will you always supply information that I ask for?

We will always try to provide you with what you have asked for. However, sometimes there may be a reason why we cannot comply with your request. For example:

- we may need to confirm your identity or ask for more details
- if the information you want directly or indirectly reveal details about another person we will have to obtain consent from that person before we can let you see that information
- we may not be able to let you see information if letting you see it would adversely affect the rights and freedoms of others

### Do I have to pay anything?

In most cases we will be happy to provide you with what you want without making any charge. However, if you are asking for additional copies of information we have already provided to you, we may decide to charge a fee or refuse the request if it is considered to be "manifestly unfounded or excessive". We will advise you about any fee we intend to charge before we comply with your request.

However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

## INDIVIDUAL RIGHTS REQUEST FORM

### SECTION 1: Details of the person requesting information

Please provide the following information.

<b>Full Name</b>	
<b>Postal Address</b>	
<b>Email address:</b>	
<b>Contact telephone number:</b>	

### SECTION 2: Are you asking about data relating to you or to someone else?

Please tick the appropriate box and read the instructions which follow it.

**Yes** - I am asking about my own data and I attach proof of my identity (see section 3)

**No** - I am helping someone else to access their personal data.

Please complete the information below and attach

- the other person's written authority and
- proof of that person's identity and (see section 3)
- proof of your identity (see section 3)

Please complete giving details of the person whose personal data you are asking about:

<b>Full Name</b>	
<b>Postal Address</b>	
<b>Email address:</b>	
<b>Contact telephone number:</b>	

### SECTION 3: Proof of Identity

So that we can be sure we are releasing personal information to the correct person please provide us with proof of identity and address from the table below. If we need more information we will contact you.

Proof of Identity – Choose and attach one	Proof of Address – Choose and attach one
Passport Photo driving licence National identity card Birth certificate Marriage certificate	Current driving licence Current TV licence Utility bill (no more than 3 months old) Bank statement (no more than 3 months old) Credit card statement (no more than 3 months old) Local authority tax bill (no more than 1 year old) HMRC tax document (no more than 1 year old)

**SECTION 4: What do you want us to do?**

Please see the “What personal data rights do I have?” at the beginning of this form and tell us/describe what you want us to do and let us have any other relevant details you think will help us to identify the information you want.

For example, if you want to access your personal data just tell us that this is what you want to do and let us have any other relevant details that you think will help us to identify the information you want.

**SECTION 5: Declaration**

**I confirm that I have read and understood the terms of this Individual Rights Requests Form and confirm that the information I have given is true.**

*Please note that a person who provides misleading information or impersonates another or attempts to impersonate another may be guilty of an offence*

**Please complete:**

I am the person named in Section 1. The information supplied in this Request is correct.

OR

I am helping the person named in Section 2 and enclose their authority to make this Request

OR

I have parental responsibility/power of attorney for the person named in Section 2

  

Signed: .....

  

Name (block capitals).....

  

Date: .....