

# Data subject access request form

Loft Studios Limited

Please complete this form if you wish to request access to your personal data. You do not have to use this form, but it will help us to deal with your request as quickly and effectively as possible if you do.

You can also use this form if you are requesting access to personal data on behalf of someone else. In that case, we will need you to confirm you have that person's authority to ask for access to their data.

If you have any questions about this form or your request, please contact [admin@loftstudios.co.uk](mailto:admin@loftstudios.co.uk) to discuss it further.

## 1 About you

Please provide the following information. If you have an account number or other reference number, please provide it.

Full name *Details to be inserted here*

Address *Details to be inserted here*

Contact details *Details to be inserted here*

Client account number or insert details of other relevant identifying reference number, if any *Details to be inserted here*

For security reasons, we cannot respond to a request unless we have confirmed your identity. Please provide a certified copy driving licence or passport, plus a utility bill or other proof of address

## 2 Whose personal data are you requesting?

Please provide the following information. If you are making this request on behalf of someone else, we will need this information before we can supply you with the data you are asking for.

Are you requesting access to your own personal data?	Yes, please go to section 3 below.
	No, please complete the rest of this section of the form.

2.1 If you are not requesting access to your own personal data, please provide the following information about the person on whose behalf you are making this request:

Full name *Details to be inserted here*

Address

*Details to be inserted here*

Contact details

*Details to be inserted here*

Client account number or insert details of other relevant identifying reference number, if any

*Details to be inserted here*

Age (if under 16)

*Details to be inserted here*

We cannot respond to your request until we also receive satisfactory confirmation of the identity of the person on whose behalf you are making this request. Please provide:

a certified copy of your driving licence or passport, plus a utility bill or other proof of your address

- 2.2 Please provide a copy of your legal authority to make this request. This might be a signed letter of authority from the person on whose behalf you are making this request, a power of attorney, or confirmation that you are their legal representative.

**3 What data are you requesting?**

Your rights to request access to personal data and other information are set out *insert details, eg in our Privacy policy, available on our website*. Please describe what personal data and other information you are requesting, in particular if you are asking for specific documents or information.

Description of the personal data and information requested including details of any specific documents or information you asking for (where relevant)

*Details to be inserted here*

Please give as much detail as possible about where the data might be located and any other relevant information. You do not have to provide this information, but doing so will help us to deal with your request as quickly and effectively as possible.

Location of data, eg any particular departments or parts of the organisation you have dealt with (if known) *Details to be inserted here*

Relevant time periods, eg when we are likely to have obtained your data (if known) *Details to be inserted here*

Dates of any particular correspondence, meetings or telephone calls (if known) *Details to be inserted here*

The name(s) of people you have dealt with within our organisation (if known) *Details to be inserted here*

Any other relevant information you can think of that might help us respond to your request *Details to be inserted here*

#### **4 Signature**

Please check the information you have provided and sign below.

Signed *Signature to be inserted here*

Date *Date to be inserted here*

Please send this form and the documents we have asked you to provide to Neil Soni, our Data Protection Officer at the following address: 77-81 Scrubs Lane, London, NW10 6QU. If you wish to receive your information in a different format, eg hard copy please let us know in the box below.

*Details to be inserted here*

