

# TouchPoint, Inc.

## Subject Access Request Form

Depending on your citizenship and/or any local laws, you have certain rights, including the right to request access to the personal data held on you.

You should complete this form if you want us to supply you with a copy of any personal data we hold about you.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

For purposes of this form, the “data subject ” is the individual whose personal data is being requested. This may be you, or another individual who you are acting on behalf of.

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

Full Name	
Address	
Contact telephone no.	
Email address	

### SECTION 2: Are you requesting your own data?

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

**YES:** I am the data subject (please go to section 4)

**NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).  
(please go to section 3)

In order to expedite requests, we request that you provide the following information. If you are not a current employee, please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:

- 1) Proof of Identity  
Passport, photo driving licence, national identity card, birth certificate.
- 2) Proof of Address  
Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).

In order to ensure that we are upholding our obligations to protect personal data we may require that such information be provided before we can carry out a request. If we cannot appropriately verify that you are who you claim to be, we may be unable to move forward with your request or may have to deny your request until verification is provided.

**SECTION 3 Details of the data subject** (if different from section 1)

Full Name	
Address	
Contact telephone no.	
Email address	

#### **SECTION 4: What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require. Please include the name of the Company your inquiry is related to and whether you are a current/previous employee, customer or supplier .

Please note that if the information you request reveals details directly or indirectly about another person we will have to take additional steps before disclosing that information (such as obtaining the other person's consent). In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

As part of carrying out your request, we will evaluate the effort, feasibility, and costs required. It is our intent to always strive to fully carry out requests, however, depending on the circumstances, we may have to charge a reasonable administrative fee, or may be unable to

carry out your request in full. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

### **SECTION 5: Information about the collection and processing of data**

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

We may also provide you with information about the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

### **SECTION 6: Additional requests regarding the personal data**

Does your request also relate to one of the other rights that may be available to a data subject depending on citizenship and/or local law, such as:

- Rectification of inaccurate personal data
- Restricting the processing of personal data
- Objecting to the uses of personal data
- Transfer of the personal data

We may require additional information to understand and carry out these requests. In order to assist us, please explain and provide details about the request you would like us to fulfil.



**SECTION 7: Disclosure of CCTV images**

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images without receiving a copy?

YES

NO

**SECTION 8: Declaration**

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application is true. I understand that it is necessary for the Company to confirm my / the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date .....

Documents which must accompany this application:

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

The Privacy Specialist,  
Southco Manufacturing Ltd,  
Warndon,  
Worcester UK.  
WR4 9FA

[FOI@touchpointinc.com](mailto:FOI@touchpointinc.com)

Telephone: 01905 34 6500