

SIMON READHEAD Q.C.

SUBJECT ACCESS REQUEST FORM

Introduction

1. This form sets out how you should request details of the personal information which I hold about you. You should download, print out and complete this form if you want me to provide you with a copy of this information. You are entitled to receive this information under the General Data Protection Regulation (“GDPR”) which came into effect on 25 May 2018.
2. I will provide you with details of any of your personal information which I am processing or have processed in the past, the periods for which I intend to retain your personal information and any rights which you may have to the rectification or deletion of your personal information and any restrictions which you may impose on the processing of this.
3. I will endeavour to respond promptly and in any event within 28 days of the latest of the following:
 - 3.1. My receipt of your written request; or
 - 3.2. My receipt of any further information which I may ask you to provide to me to enable me to comply with your request.
4. The personal information which you provide in this form will only be used for the purposes of identifying the personal information which you are requesting and to enable me to respond to your request. You are not obliged to complete this form to make a request but by doing so, you will make it much easier for me to respond to your request quickly.
5. Once completed the form should be sent to me by post at 1 Chancery Lane, London WC2A 1LF. Alternatively you can e-mail the form to me at sreadhead@1chancerylane.com.
6. If you require any assistance in completing the form please telephone me on 020 7092 2900. Alternatively, you can speak to my senior clerk, Clark Chessis, on that number or e-mail him at cchassis@1chancerylane.com.

Section 1

Details of the person requesting the personal information.

Full name:	
Address:	
Contact telephone number:	
Email address:	

Section 2

Are you the person requesting the personal information?

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

YES: I am the person requesting the personal information. I enclose proof of my identity (see below).

(Please go to section 4)

NO: I am acting on behalf of the person requesting the personal information. I have enclosed their written authority to request this personal information and proof of their identity and my own identity (see below).

(Please go to section 3)

8. To ensure I am providing personal information to the right person please provide me with proof of your identity and of your address.

9. Please supply me with a photocopy or scanned image of a certified copy of one document from those set out in each of paragraphs 9.1. and 9.2 below (do not send the originals):

9.1. Proof of Identity - Passport, photo driving licence, national identity card, birth certificate.

9.2. 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).

10. If I am not satisfied that you are who you claim to be, I reserve the right to refuse to respond to your request.

Section 3

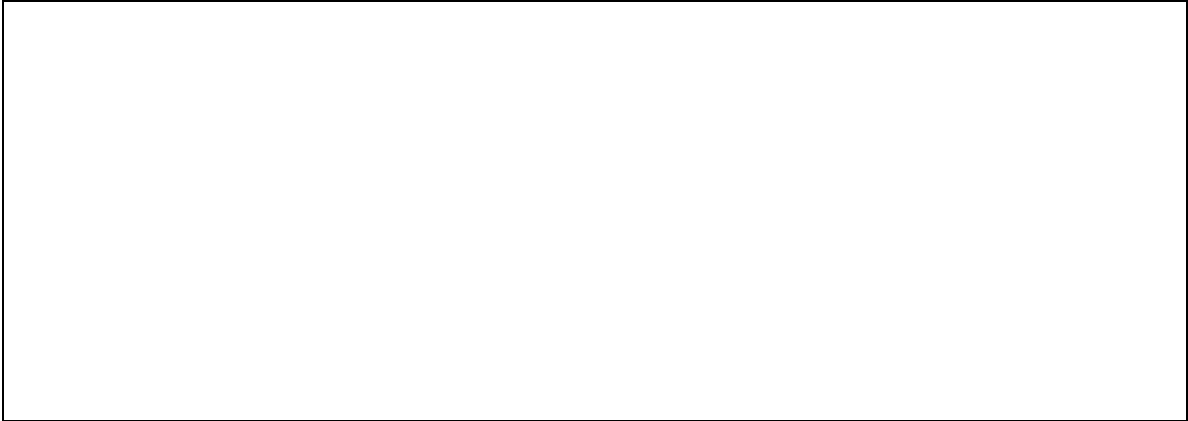
Details of the person whose personal information is being requested (if different from section 1).

Full name:	
Address:	
Contact telephone number:	
Email address:	

Section 4

What personal information are you seeking?

11. Please describe the personal information that you are requesting and provide me with any relevant details which you think will help me to identify this.



12. Please note that if the personal information that you are requesting reveals details, directly or indirectly, about any other person I will need to obtain the consent of that person before I can provide you with this personal information. In certain circumstances, where disclosure of the personal information would adversely affect the rights of another person or persons, I may not be able to disclose the personal information to you. In this case I will promptly inform you and provide you with full reasons for my decision.
13. While in most cases I will be happy to provide you with copies of the personal information that you are requesting, I must nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or to refuse your request if I consider it to be “*manifestly unfounded or excessive*”. However, I will make every effort to provide you with a satisfactory form of access or a summary of your personal information where this appropriate.

Section 5

Information about the obtaining and processing of your personal information.

14. If you want details about any of the following, please tick the boxes:

- Why am I processing your personal information?
- To whom is your personal information disclosed?
- The source of your personal information?

Section 6

Declaration

15. 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 request form.*
- *I certify that the information given in this form is true.*
- *I understand that it may be necessary to confirm my identity and/or the identity of the person whose personal information is being requested.*
- *I further understand that for this purpose it may be necessary to obtain more details in order to locate and provide the personal information that is being requested.*

Signed

Date

Full name of person signing