

SUBJECT ACCESS REQUEST FORM

Under the provisions of General Data Protection Regulations (GDPR) data subjects have the right to access their personal data that is being processed by the BSRIA. The Privacy Policy on bsria.co.uk details your rights in relation to this process.

Please complete and return this form along with relevant identification (copy of passport or drivers licence) to data.protection@bsria.co.uk to make your request.

Name:	
Email:	
Company (if applicable):	
Address:	
<i>By completing this form you are making a request under the General Data Protection Regulation (GDPR) for personal data held about you by BSRIA that you are eligible to receive.</i>	
Please state any specifically required personal data and any relevant dates below:	
<ol style="list-style-type: none"> 1. 2. 3. 	
<i>By signing below, you indicate that you are the individual named above. BSRIA can accept requests from third parties as long as they authorised in writing by the individual concerned along with proof of both parties' identification. We may need to contact you for further identifying information before responding to your request. By signing this form you agree to fully indemnify BSRIA for all losses, costs and expenses if the information about your identity is false.</i>	
Please return this form to data.protection@bsria.co.uk	
Please allow one month for the subject access request to be completed. Please note that this period may be extended by two further months where necessary, taking into account the complexity and number of the requests).	
Data subject signature:	
Date:	

BSRIA can refuse to act on any unfounded or excessive requests or may charge a reasonable fee considering the administrative costs of providing the information or taking the requested action.

