

Subject Access Request Procedure



As per the new GDPR guidelines, if you would like to access the data that Unforgettable holds about you, you are able to do so, free of charge*

To ensure that we protect the data that we do hold on our customers, we will ask for documents to verify your identity before disclosing any personal data.

We have created the below form to help you complete an access request. You do not have to use this template, and can contact us via email (happytohelp@unforgettable.org), phone (020 3322 9070 Monday – Friday 09:30 – 18:00) or by post (Unforgettable, Runway East Shoreditch, Monmouth House, 58 – 64 City Road, London, EC1Y 2AL). However, please note that it would be useful if you can provide the below details via your chosen method, to enable us to confirm your identity, locate your personal data, and provide the data requested as quickly as possible.

Title:	
Surname:	
First Name:	
Current Address:	
Telephone Number:	
Home:	
Mobile:	
Work:	
Email Address:	
Date of Birth:	
Details of Identification provided to confirm name of data subject:	
Details of data requested:	
How would you like the data to be shared with you?:	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Other – please specify
Are there any accessibility requirements we should be aware of? i.e. need for large print, audio	

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We will need **two copies of forms** of identification, which can be:

- Passport
- Driving license
- Birth certificate
- Utility bill (from the last 3 months)
- Current vehicle registration document
- Bank statement (from last 3 months)

If you are requesting the data on behalf of someone else:

Are you acting on behalf of the data subject with their written or legal authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes" please state your relationship with the data subject (e.g. parent, legal guardian, solicitor, attorney.)		
Please enclose proof that you are legally authorised to obtain this information.		
Title:		
Surname:		
First name(s):		
Current Address:		
Telephone Number:		
Home:		
Work:		
Mobile:		
Email address:		

As per the guidelines, we will aim to respond to your request within 40 days, and if unable to do so, we will notify you within 40 days to advise of the delay.

*A small administrative fee can be charged if the request is manifestly unfounded, excessive, or repetitive.