**Subject Access Request Form**

The following information is needed to help us respond quickly and accurately to your request.

Please complete the information below and return the form by email to dpo@afd.co.uk (Data Protection Officer) or post to AFD Software Ltd, Mountain View Innovation Centre, Jurby Road, Lezayre, Ramsey ISLE OF MAN, IM7 2DZ

**Your request**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename(s): |  |
| Address: |  |
| Telephone Number: |  |
| Email address: |  |
| Other name by which you been known; if applicable: |  |
| Previous address/email address we may hold for you: |  |

|  |
| --- |
| Please provide a description of your request, and any further information which will enable us to locate your personal data (continue overleaf if necessary). |

**Part B. Proof of Identity**

Data Protection legislation requires us to satisfy ourselves as to the identity of the person making the request. Please send a copy of a form of identification containing a photograph (e.g. Passport, Photocard Driving Licence) along with a copy of a utility bill or bank statement etc to help verify your address. Please blank out any financial or other confidential information.

If we are unable to verify your identity we will contact you as soon as possible.

**Part C. Declaration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration** *(to be signed by the applicant***The information that I have supplied in this application is correct, and I am the person to whom it relates.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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