

FIRST / NAMES GROUP

Personal Data Subject Access Form¹

If you wish to make a personal data subject access request, as provided under the General Data Protection Regulation (“GDPR”), please complete this form and return it to your contact within First Names.

Please note that the use of this form is not compulsory but it may make it easier to locate the data you require in a timely manner.

Section 1 – Form Submitter – Your Details

Full Name:	
Contact Details: [Please provide details of the electronic and/or physical address at which you wish to be contacted and potentially receive the response]	
Relationship with First Names: [Where possible, please advise as to the capacity of your relationship with First Names e.g. employee, client, supplier etc.]	

Section 2 – Personal Data Request

Description of the Personal Data Requested

[If appropriate, please provide details of the personal data which you are requesting access to by providing details of the associated details including dates, format etc. Please note that the provision of such information is not mandatory but may serve to focus the information supplied to you in response.]

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¹ This form is provided to assist you in exercising your rights as a data subject. It is not intended to be a comprehensive guide, nor is it intended to constitute legal advice. You should seek your own independent legal advice as to the extent and enforceability of your rights.