



Data Subject Access Request Form

To obtain a copy of your personal data held by us, please fill out this form. The Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation (GDPR) grant you the right to access this information.

Additionally, we will inform you of any processing of your personal data, the retention periods applicable to your data, and any available rights for rectification, erasure, or restriction of processing.

The information provided in this form will solely be used to identify your requested personal data and respond to your inquiry.

Details of the person requesting information

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other: _____
First Name					
Middle Name					
Last Name					
Date of Birth					
Address / ZIP code					
Phone Number					
Email address					

Are you the Data Subject?

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

- YES: I am the data subject. I will provide proof of my identity*
- NO: I am acting on behalf of the data subject. I will provide the data subject data, the proof of authorization from the data subject and and proofs of identity*

*Please enclose a scanned image or a photocopy of the following documents:

- 1) Passport, national ID card, driving licence, birth certificate.
- 2) Utility bill, bank statement, credit card statement; local authority tax bill; HMRC tax document.

In case we are unable to verify your identity, we reserve the right to decline your request.



Details of the Data Subject (if different from the person requesting information)

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Other: _____
First Name					
Middle Name					
Last Name					
Date of Birth					
Address / ZIP code					
Phone Number					
Email address					

The Information requested

To request the information, please tick the boxes:

- What personal information we hold
- Why we are processing your personal data
- To whom we've disclosed your personal data
- The source of your personal data
- Other (specify) _____

In case your request for information directly or indirectly affects another person, we would need to get their consent to be able to provide such information to you. If sharing the information could harm someone's rights, we will not provide it to you. We'll let you know if that's the case.

Acting in good faith, we'll try our best to give you the information requested, but there may be situations where it's too difficult or costly for us to do so. According to Article 12 of the GDPR, we have the right to decline such a request, or charge a fee if the request is manifestly unfounded or excessive, in particular because of the repetitive character.

Declaration

I confirm that I have reviewed and comprehended the terms outlined in this form.
I acknowledge that any attempt to provide misleading information may result in legal action.
I verify that all the information provided is accurate
I understand that Codex Software Solutions Ltd. must verify my or the data subject's identity, and may require additional information to locate the appropriate personal data.

Signed..... Date

Please send the signed copy to contact@codexsoft.com.