



## Subject Access Request

You can obtain copies of information held by TMTC via a subject access request (SAR).

A SAR need not be in a specific format, but should be clear and state what information is required. It should also only be used for data relating to you as an individual.

Data can be withheld for limited reasons including:

- if your request is 'manifestly unfounded or excessive', which means that you have asked for a very unreasonable amount of data
- if it includes personal information about someone else (third party information)

If data is withheld, we will tell you the reason why and how to challenge that decision.

We will acknowledge your request within 5 working days. We aim to provide the requested data within a maximum of 30 working days.

Please note that data will be password protected and emailed to the email address provided. A charge will be payable if you require hard copies, which will be sent by signed for via Royal Mail.

The attached template can be used or adjusted to suit each individual's circumstances when requesting personal data.



## Subject Access Request

Title:	Forename:	
Surname:		
Date of Birth:		
Phone number:	Mobile number:	
Address:		
Postcode:		
Email:		
<b>Please supply the following information under the Data protection Act 2018 relating to:</b>	<b>Required Yes/No</b>	<b>Dates To/From</b>
All and any written files and documentation relating to me by TMTC		
All and any correspondence that relates to me between TMTC any other organisation or individual		
All and any electronic communications by email, text or other means, which relate to me		
All and any memoranda and notes of telephone communications or discussions that relate to me		
All and any data which relates to me not specifically described above		

**In order to assist us, please provide a copy of your passport or driving licence, as proof of your identity.**

Signed.....

Date.....