



## Data Subject Access Request (DSAR) Form

If you wish the company to supply you with a copy of any personal data we hold about you, please complete this form and send it, along with proof of identify, directly to: [privacy@aquascot.com](mailto:privacy@aquascot.com) or by post to Data Privacy Manager, Aquascot Ltd, Unit 12-14 Fyrish Way, Teaninich Industrial Estate, Alness, IV17 0PJ. Alternatively, if you are a partner within the company you could hand the completed form to your line manager, or if you are an external third party you could hand it to your main company contact, and they shall pass your request to the company's Data Privacy Manager on your behalf.

You are currently entitled to receive this information under the General Data Protection Regulation 2018 (GDPR). Along with the personal data we hold about you, we shall also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

The information you supply in this form shall only be used for the purposes of identifying the personal data you are requesting and responding to your request.

### Section One: Your Details (The Person Requesting the Information)

<b>Full Name:</b>	
<b>Full Address:</b>	
<b>Date of Birth:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

### Section Two: Are You the Data Subject?

Please tick the appropriate box:

- YES:** I am the data subject, and I have enclosed proof of my identity as below. *Please proceed to Section Four.*
- NO:** I am acting on behalf of the data subject, and I have enclosed the data subject's written authority and consent from the data subject. I have also enclosed proof of the data subject's identity and address, and my own identity as detailed below. *Please proceed to Section Three.*

To ensure we release data to the correct person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image of one of each of the following:

- **Proof of Identity.** We need one of the following: either your passport, photo driving license, national identity card, or birth certificate.
- **Proof of Address.** We need one of the following: either a utility bill, bank statement, credit card statement (no more than 3 months old), current driving license, or local authority tax bill.

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

### Section Three: Details of the Data Subject

<b>Full Name:</b>	
<b>Full Address:</b>	
<b>Date of Birth:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

### Section Four: What Information Are You Requesting?

Please describe the information you are seeking to obtain and provide any relevant details you think will help us to identify the information you require.

Please note that if the information you request reveals details directly or indirectly about another person, we shall have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you shall be informed of this and given full reasons for that decision.

While in most cases we shall be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR, to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However, we shall make every effort to provide you with a satisfactory form of access or summary of information if suitable.

### Section Five: Information About Data Collection & Processing

If you want information about any of the following, please tick the relevant boxes:

- Why we are processing your personal data.
- To whom your personal data are disclosed.
- The source of your personal data.

### Section Six: Disclosure of CCTV Images

If the information you are requesting is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

- YES
- NO

### Section Seven: Declaration

Please note that any attempt to mislead the company may result in legal action.

**I confirm that I have read and understood the terms of this Data Subject Access Request and certify that the information given in this application is true. I understand that it is necessary for Aquascot Ltd to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information from me in order to locate the correct personal data.**

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Section Eight: Attachments

I have enclosed copies of the following documentation as proof of identity, address, authority and consent as required under Section Two of this form: