



1. Reason for request

Identify your reason for your request:	A. Data rectification I wish to change/update the data you have on me.	<input type="checkbox"/>
	B. Data restriction of processing I wish to restrict the way you process my data.	<input type="checkbox"/>
	C. Data portability I wish for my data to be transferred to another controller.	<input type="checkbox"/>
	D. Data erasure I wish to delete the data you have on me.	<input type="checkbox"/>
	E. Data access I wish to access the data you have on me.	<input type="checkbox"/>
	F. Data objection to automated decision making I object to my data being subject to a decision based solely on automated processing.	<input type="checkbox"/>

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require:



2. Data subject details

Please provide details and supporting documents to help us confirm your identify and verify this request.

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state):
Forename(s):	
Surname:	
Previous name:	
Other name(s) known by:	
Daytime telephone no:	
Email address:	

3. Declaration of data subject

I certify that the information given on this request form is true. I understand that it is necessary for you to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed

Print name

Dated



4. Authorisation of data subject to respond to a representative acting on their behalf

If this request is being submitted by a representative on behalf of the data subject, their express consent must be obtained and provided. We may contact the data subject to verify this authority.

I hereby give my authority for the representative named in Section 6 of this form to make this Subject Access Request on my behalf under the General Data Protection Regulations.	
Name of data subject:	Date:/...../.....
Signature of data subject:	

5. Details of representative

Name of representative:	
Company name:	
Email address:	
Telephone number:	

6. Submission of data request

Please submit this form via email to privacy@james-fisher.co.uk or via the post to Data Controller, James Fisher and Sons plc, PO Box 4, Barrow in Furness, Cumbria LA14 1HR.

We will normally respond to your request within a period of 1 month. This period begins only when the identity of the data subject has been confirmed and any relevant documentation received. If it is not possible to provide the data within this timescale we will notify you as soon as possible.

For James Fisher employees, please use the alternative HR forms located on the intranet.