

# GDPR Subject Access Request

Under Article 15 of the General Data Protection Regulation, you have a right to access personal information that Danbro holds about you.

## About the Data Subject

Full Name		Date of birth
Address	Postcode	Addresses (previous, covering 3 years)
Email Address		Telephone

## Details of Information Required

Are you a current employee/customer of Danbro?  Yes  No

What information would you like access to?

What time period does your request cover? e.g. the last 6 months, between 2 particular dates

## Method of Transfer

I would like to receive the information:

- By email, to the email address included at the top of this form
- By post, to the address included at the top of this form
- Collection from Jubilee House, East Beach, Lytham, FY8 5FT

Please be aware that if you wish us to post the information out to you, we will take care to ensure that it is addressed correctly. However, Danbro cannot be held liable if the information is lost in the post, incorrectly delivered or opened by another person in your household.

## Declaration

I certify that the information provided on this form is correct to the best of my knowledge.

I understand that it may be necessary for Danbro to confirm the data subject's identity and as a result I may be required to provide proof of identity.

I understand that it may be necessary for Danbro to request more details from me in order to be able to process the correct information.

Name	Signature	Date (DD/MM/YYYY)
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Once completed, please return to [data.officer@danbro.co.uk](mailto:data.officer@danbro.co.uk)