

# SMITH AND REED ACCESS REQUEST FORM

April 2018 / Version 1

The General Data Protection Regulations (GDPR) 2016 provides you, the data subject, with a right to receive a copy of the data/information we hold about you. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

## Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your birth certificate, passport, EU ID card driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The documents should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

## Administration fee:

Smith & Reed's policy is not to charge for Subject Access Requests.

Please fill in your details below:

Title :

First :

Surname:

Date of Birth:

Address:

Post Code:

Phone number:

I am enclosing the following copies as proof of identity: Two of the following  
Passport / Birth Certificate/ Driving Licence / EU ID / Official letter

Please list below what information you require us to provide:

Data subject declaration: I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand Smith & Reed is obligates to confirm proof of identity and that it may be necessary to obtain further information in order to comply with this subject access request.

Signature:

Date:

Please return this to kim.moey@smithandreed.co.uk or  
Kim Moey, Smith & Reed Recruitment, The Old Chapel, St Clement Street, Truro, Cornwall, TR1 1EX  
**It is your responsibility to confirm our receipt of this request.**

## For Office Use only

Two forms of ID:

Date subject access request received:

Confirmation of request sent in writing:

Date confirmation sent: