

## **Subject Access Request Form**

### **1. Introduction**



Rockcourt Financial Services Ltd is aware of its obligations as a data controller, with primary responsibility for, and a duty of care towards the personal data within its control.

Rockcourt is a data controller with reference to the personal data which it manages, processes and stores. Data subjects whose personal data is held by Rockcourt are entitled to ask whether the data controller is processing any personal data about that individual, and if so, to be given:

- A description of the personal data
- The purposes for which they are being processed
- Information on any third party to whom that personal data is being, or might be, disclosed.

The data subject must also be told about the sources from which the data controller derived the information so long as those sources are available to the controller, and for a copy of the information held, in response to a valid request to that effect.

### **2. Subject Access Request Procedure**

To see a copy of your own data held by Rockcourt you will need to submit a written request to the Rockcourt Data Protection Officer enclosing proof of identity, such as a valid driver's licence.

You are encouraged to complete the Subject Access Request Form (see below) with as much information as possible to allow us to process your request as quickly as possible.

**Data Subject Access Request Form (Request for a copy of Personal Data)**



**Section A**

Full Name (Capitals): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Where you would like us to send you a copy of your Personal Data by post, a copy of your proof of address (e.g. utility bill) should accompany this Access Request Form.

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*You do not have to provide us with your telephone number and / or email address. It is advisable to supply a telephone number and / or email address in order to facilitate Rockcourt contacting you so that any clarifications can efficiently be made where necessary in relation to your request.

**Section B**

I, \_\_\_\_\_ wish to have access to Personal Data that I believe Rockcourt retains on me. Below are details which may assist the gathering of my data: (e.g. policy numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_