



SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data that we hold about you. You are currently entitled to receive this information under the Data Protection Act 2018 (DPA) and will continue to be under the EU General Data Protection Regulation (GDPR). We will 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.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

- Our receipt of your written request; or
- Our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

Please tick the appropriate box:

Customer Employee Other

Please specify other _____

SECTION 1: Details of the person requesting information

Full name:	
Date of Birth:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject. I enclose proof of my identity (see below).
(Please go to section 4)

NO: I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below).
(Please go to section 3)



Freeman Automotive (UK) Ltd
Upton Valley Way East,
Pineham,
Northampton NN4 9EF
Telephone: (01604) 583344
Fax: (01604) 585679

www.ebcbrakes.com e.mail: info@ebcbrakesuk.com

MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

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To ensure we are releasing data to the right 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 (do not send the originals) of one of both of the following:

Proof of Identity

Passport, photo driving licence, national identity card or birth certificate.

Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old), current driving licence, current TV licence, local authority tax bill, HMRC tax document (no more than 1 year old).

SECTION 3: Details of the data subject (if different from section 1)

Full name:	
Date of Birth:	
Address:	
Contact telephone number:	
Email address:	

SECTION 4: What information are you seeking?

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



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SECTION 5: Information about the collection and processing of data.

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

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

SECTION 6: Declaration

I confirm that I have read and understood the terms of this subject access request form and certify that the information given in this application to EBC Brakes is true. I understand that it is necessary for EBC Brakes to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed _____ Date _____

Documents which must accompany this application

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorisation from the data subject to act on their behalf (if applicable)

Please return the completed form to:

EBC Brakes
Upton Valley Way East
Pineham
Northampton
NN4 9EF
Email: hr@ebcbrakesuk.com
Tel: 01604 583344

Correcting information

If, after you have received the information you have requested, you believe that:

- The information is inaccurate or out of date; or
- We should no longer be holding that information; or
- We are using your information for a purpose of which you were unaware; or
- We may have passed inaccurate information about you to someone else;

Then you should notify our Data Protection Officer at once.