**Subject Access Request Form**

The General Data Protection Regulations (GDPR) 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 what data we hold on you. 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, 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:**

The QSS Group’s policy is not to charge for Subject Access Requests.

**Section1**

Please fill in your details.

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|   **Title:** Mr Mrs Ms Miss Other  |
| **Surname/ Family Name:**   |
| **First Name(s)/Forenames:**   |
| **Date of Birth:**   |
| **Address:**     **Post Code:**   |
| **Telephone Number** |
| **E-mail Address** |

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|  **Personal Information**   Please detail the what type of information you would like to know we hold. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know the current name of the Team just tell us what you do know. If you do not know exact dates, please give the year(s) that you think may be relevant.  |
|  **Employment records**   If you are now, or have been employed by The QSS Group and are seeking personal information in relation to your employment please provide details of your dates of employment.     |

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| **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 that The QSS Group is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.   |
|  **Name:**    |
|  **Signature:**    |  **Date:**   |

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|  **I wish to:**  Receive the information in electronic format  Receive the information by post\* Collect the information in person  View a copy of the information only Go through the information with a member of staff   \*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.  |

**Please send your completed form and proof of identity to:**

The QSS Group Ltd

2 St George’s House

Vernon Gate

Derby

DE1 1UQ

Or

dataprotection@theqssgroup.co.uk

The QSS Group will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with The QSS Group’s data retention policy. it will be disposed of in a safe and secure manner.