

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

Request for Access to Personal Data under the General Data Protection Regulation (GDPR) 2018. Please complete all parts.

PART 1 – DETAILS OF DATA SUBJECT (PERSON MAKING REQUEST)

Contact details (In block capitals)

FULL NAME

ADDRESS

CONTACT PHONE NUMBER

EMAIL ADDRESS

PART 2 – DETAILS OF REQUEST

Requesters should include any details that will help locate their personal data.
Please briefly describe your request along with the date range involved.

PART 3 – SUBMISSION DETAILS

DATE OF SUBMISSION

METHOD OF SUBMISSION

Please save this Form and forward as follows :

Please email to DPO@Doclan.co.uk
OR
Mail/Post to the Data Protection Officer, Doclan, 47 Castle Street, Reading, RG1 7SR

This Form will be acknowledged within 30 days of receipt.

PART 4 – DOCLAN RESPONSE

Please indicate how you would like to receive your Response to this query : (please tick choice)

BY EMAIL

BY MAIL/POST

(RECORDED DELIVERY)

DOCLAN HOLDS THE FOLLOWING REGULATORY CERTIFICATION:

ISO27001:2022 CERTIFICATION OF REGISTRATION
CYBER ESSENTIALS CERTIFICATE OF ASSURANCE
DATA PROTECTION REGISTRATION CERTIFICATE