## GDPR - DATA SUBJECT ACCESS REQUEST FORM

You have the right to request for personal data Keytree Limited may hold about you. This is known as a Data Subject Access Request ("DSAR"). A data subject is an individual who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post or email.

If sending by email please use:
[dpo@keytree.co.uk](mailto:dpo@keytree.co.uk)

If sending by post, please use the following address:

**Data Protection Officer**  
**Subject Access Request**  
**Keytree Limited**  
114 St Martins Lane  
London  
WC2N 4BE

If sending by Email, please use the following address: [email address of the person responsible for handling data protection issues]. Please write "Data Subject Access Request" in the subject field of the email.

<table>
<thead>
<tr>
<th>1. Data Subject's Full Name</th>
<th>2. Data Subject's Date of Birth</th>
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<th>3. Data Subject's Current Address</th>
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<tr>
<th>4. Data Subject's Telephone Number</th>
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<tr>
<td>Home Telephone No:</td>
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<th>5. Details of data requested (for example employment records, emails):</th>
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</table>
6. To help us search for the information you require, please let us know the data you require with as much detail as possible (e.g. record of employment between <date> and <date>). If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.

7. Is the information going to be sent to the data subject or his/her representative?

To the data subject ☐  To the representative ☐

If the data is sent to the representative, then sections 9 and 10 need to be filled out.

8. I confirm that I am the Data Subject.

Signature: ________________________________________________________________

Print Name: ______________________________________________________________

Date: __________________________________________________________________

I enclose a copy of my ID and address proof documents (including a government issued ID document).

9. (To be filled out if the question 7 is answered with “To the representative”) The Data Subject (whose data is being requested) must give written authorization for the information to be released to his/her authorized representative.

I hereby give my authorization for _____________________________________________ (fill out the name of the authorized representative) to request access to my personal data.

Signature of Data Subject: ____________________________________________________

Print name: __________________________________________________________________
10. (To be filled out by the representative of the data subject) I confirm that I am the authorized representative of the Data Subject.

Name of authorized representative and address where personal data is to be sent:
________________________________________________________________________
________________________________________________________________________

Signature: ___________________________________________________________________

Print Name: ___________________________________________________________________

Date: ___________________________________________________________________

We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. However, if you have any queries whilst your request is being processed, please do not hesitate to contact us at this email address: [email of the person in charge of escalation of data protection issues]