



# Subject Access Request Form

## Important Information

Harry's Rainbow collects, holds, and processes certain personal data about our customers, employees and business contacts ("data subjects"). As a data subject, you have a legal right, under UK Data Protection Legislation to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under UK Data Protection Legislation, your rights to withdraw your consent to our use of your personal data at any time where we rely on it and/or to object to our use of your data.
- Your rights to have your data rectified, restricted in use, ported to another organisation (conditions apply), to have your data erased, and your right to complaint both to us and to the information commissioners office.

**No fee is payable under normal circumstances.** We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Charges will be based only on the administrative cost that we will incur in order to respond.

**We have provided this form to help you with your request but you don't have to use it. If you chose to use it you can return it to us by email to (email address needed here) or by post addressed to:**

Odette Mould

CEO

Harry's Rainbow

Milton Keynes Business Centre, Hayley Court, Linford Wood, MK14 6GD

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

**We will respond to all subject access requests within one month of receipt** and will aim to provide all required information to you within the same period. If we require further proof of ID, or if your request is unusually complicated, we may require more time and will keep you informed.

**If you are making a subject access request on someone else's behalf**, please contact Odette Mould at [odette@harrysrainbow.co.uk](mailto:odette@harrysrainbow.co.uk) **before** making your request.

# Harry's Rainbow Subject Access Request Form

## Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

## Information Being Requested

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a subject access request under UK Data Protection Legislation for personal data collected, processed, and held about you by us that you are entitled to receive.

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## Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form**. We cannot accept requests in respect of your personal data from anyone else, including members of your family without evidence of your authority for them to act on your behalf.

Name:	
Signature:	
Date:	