

DATA SUBJECT ACCESS REQUEST FORM

You have the right to request the personal data we may hold about you. This is known as a Data Subject Access Request or DSAR. If you wish to make a DSAR, please complete this form and return to us by post or email.

If sending by email, please send to helpdesk@cursor.co.uk with Data Subject Access Request in the subject field.

If sending by post, please use the following address.

The Managing Director
Cursor
The Boole Technology Centre
Beevor Street
Lincoln
LN6 7DJ

DATA SUBJECT INFORMATION

Please complete all fields to allow us to process your DSAR request.

FULL NAME	
DATE OF BIRTH	
CURRENT ADDRESS	
EMAIL ADDRESS	
TELEPHONE NO	
DETAILS OF DATA REQUESTED. To help us find all the information you require, please include as much detail as possible. For example, copies of emails between Start Date and End Date. If we do not receive sufficient information we may be unable to comply with your request.	

<p>IS THE DATA GOING TO BE SENT DIRECTLY TO THE DATA SUBJECT OR AN APPOINTED REPRESENTATIVE.</p> <p>Please select as appropriate. If the data is to be sent to a representative then their details must be provided in below in order for us to complete your request.</p>	<p><input type="checkbox"/> To the data subject</p> <p><input type="checkbox"/> To my appointed representative</p>
<p>I CONFIRM THAT I AM THE DATA SUBJECT</p>	
<p>SIGNATURE</p>	
<p>PRINT NAME</p>	
<p>DATE</p>	
<p>In order to prove that I am the Data Subject. I enclose a copy of my ID and proof of address. This must include a government issued ID document such as a Passport or Driving License.</p>	
<p>APPOINTED PERSON DETAILS (If selected above)</p>	
<p>APPOINTED PERSON FULL NAME</p>	
<p>APPOINTED PERSON ADDRESS</p>	
<p>APPOINTED PERSON EMAIL</p>	
<p>APPOINTED PERSON TELEPHONE</p>	
<p>IF DATA IS TO BE SENT TO AN APPOINTED REPRESENTATIVE THEN THE DATA SUBJECT MUST GIVE WRITTEN AUTHORISATION.</p>	
<p>I HEREBY GIVE MY AUTHORISATION FOR THE ABOVE APPOINTED REPRESENTATIVE TO REQUEST ACCESS TO MY PERSONAL DATA.</p> <p>SIGNATURE OF DATA SUBJECT:</p>	

FULL NAME OF DATA SUBJECT	
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We make every effort to process your request as quickly as possible and within 30 calendar days. Please complete all fields in the above form and supply appropriate ID in order for us to start processing your request as soon as possible. If you have any questions about this DSAR process, then please contact the Managing Director at the contact details provided on page 1 of this form.