

takepayments Limited.

Subject Access Request (SAR)

If you require us (takepayments Limited) to supply you with a copy of any personal data we hold about you then you are entitled under the EU General Data Protection Act (GDPR) previously the Data Protection Act 1998 (DPA).

Once your request is received we will acknowledge receipt and provide you with a response within one month, subject to requiring additional information from you. However, we may need to verify your identity in order to share your personal information with you. Please note, the information you supply will only be used in conjunction with your Subject Access Request. In order to ensure we address your request and process it quickly and accurately please complete the form below. This form is NOT obligatory but will assist us to respond in the most efficient way.

To be completed by the person requesting personal data.

**SECTION
A**

Full Name:

Business Name (if applicable)

Address:

Contact Telephone Number:

Email Address:

Are you the data subject?

**SECTION
B**

Please tick the appropriate box and read 'proof of identity' below

YES: I can confirm I am the data subject and I enclose/attach proof of identity for the purposes of gaining personal information that you hold on me.

NO: I am not the data subject but acting on behalf of them. I have attached signed written authority from them and also a copy of their ID and my ID for you to verify our identities for the purpose of this request.

To ensure we are releasing data to the right person we require two forms of identification. One to verify your name and one to verify your address (please note this **MUST** match the details we hold on our records. If you have changed address in the last three years please provide an additional piece of evidence to support the change.

| | |
|--------------------------|--|
| PROOF OF IDENTITY | e.g valid passport, valid driving license (can include provisional) national identity card, birth certificate and or marriage certificate/deed poll certificate if there has been a change in your name. |
| PROOF OF ADDRESS | e.g utility bill, bank or credit card statement (No more than 3 months old). Current TV license, council tax bill, HMRC tax documentation (no more than 1 year old) |

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***DRIVING LICENSE CAN BE USED FOR PROOF OF IDENTITY AND PROOF OF ADDRESS IF SHOWS CURRENT ADDRESS ***

Details of the data subject (if different from Section A)

SECTION
C

Full Name:

Address:

Contact Telephone Number:

Email Address:

What information are you requesting?

SECTION
D

(please be as specific as possible and include any additional information you think will help us)

Important Information:

Please note if the information you request contains information about another individual directly or indirectly we will need to seek their consent before we can share with you (this may cause an unforeseen delay).

In addition, if another individual is identified and sharing information with you may adversely affect the freedom and rights of the individual we may not be able to share this information with you. In cases like this we will inform you promptly and give you full reasons for the decision.

Information about the collection and processing of your data.

SECTION
E

You have the right to know supplementary information regarding your personal data, please tick the boxes if you would like to know any of the following:

Why we hold this data

What it is used for

Who we disclose this data to

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SECTION
F

I confirm that I have read and understood the terms of this subject access request and certify that the information supplied to **takepayments** Limited is accurate.

I accept that **takepayments** needs to verify my identity in order to share the relevant information and it may be necessary to obtain more detailed information in order to proceed with the request

Signed by:

Full Name:

Date:

PLEASE RETURN TO SARS@takepayments.com