

SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are entitled to receive this information under the EU General Data Protection Regulation (GDPR).

We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly to your request, and in any event:

- Within 30 days of receipt of your written request; or
- Within three months of the day of receipt of your written request where the request is complex or there are numerous requests

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

Section 1 – About yourself

Title (Mr, Ms etc.)		Date of Birth	
Surname/Family Name		Sex (Male/Female)	
First Names			
Maiden/Former surnames			
Telephone Number (Day)			
Email address			
Home Address			
Post Code			

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name			
	From (Date):		To (Date):
Address			
			Post Code
	From (Date):		To (Date):

Section 2 – Proof of identity

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:
- full driving licence*, passport, birth certificate.

(b) Confirmation of name and address:
- full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

*Complete copy of both parts of your full (not provisional) driving license will be sufficient for both categories.

I am providing the following types of identification:

(a)		(b)	
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Section 3 – Helping us to find the information

Please use the space below to provide further details that may help to locate the information sought. For example, specific documents or information that you are seeking; the likely location of the information; the name of the person at NEOVIVA who may have created or had access to the information; and any relevant time periods.

Section 4 – Employment Records

If you are now, or have been employed by NEOVIVA, and are seeking personal information in relation to your employment, please provide details of your staff number/ dates of employment:

Date employed	From:	To:
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Section 5 – Written Authority

If you are not the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Please complete the details below.

Your full name	
Address	
Post code	
Contact telephone number	
Email address	
Relationship	

Please provide proof of identity for yourself as detailed under Section 2:

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name:

- full driving licence*, passport, birth certificate.

(b) Confirmation of name and address:

- full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

*Complete copy of both parts of your full (not provisional) driving license will be sufficient for both categories.

I am providing the following types of identification:

(a)		(b)	
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You must provide proof of authorisation to act on the data subject's behalf

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

Letter of Authority	
Lasting or Enduring Power of Attorney	
Other (give details)	

Section 6 – Declaration

Declaration (to be signed by the applicant)

The information that I have supplied in this application is correct, and I am the person to whom it relates.

Signature		Date	
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OR

Declaration (to be signed by the authorised person)

I confirm that I am legally authorised to act on behalf of the data subject.

Signature		Date	
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Warning – attempting to obtain personal data to which you are not entitled may be an offence under the GDPR.

Section 7 – Format

Please confirm whether you wish to receive the information in electronic or postal format.
If you select the electronic option, you will be sent an email with your personal data. All information sent will be password protected.
If you select the paper option, your personal data will be sent to you via recorded delivery post, to the address you provided in Section 1 above.

I wish to receive the information in:

Electronic format	
By post	

Section 8 – Completed form

Please send your completed form and proof of identity to:

NEOVIVA AG
P.O. Box
6354 Vitznau
Switzerland