#### Subject Access Request

Subject to certain exemptions, you have the right to be told whether any information is held about you and a right to obtain a copy of that information.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right not to provide you with copies of information requested if to do so would take “disproportionate effort”, or in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

Also, please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can let you see that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

We will endeavour to respond promptly and in any event within one month of the latest of the following:

* Our receipt of your written request; or
* Our receipt of any further information we may ask you to provide to enable us to comply with your request.

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.

To request information held by EKOS, please complete this form and return it with identification[[1]](#footnote-1) by post to EKOS Limited, St George’s Studios, 93-97 St George’s Road, Glasgow, G3 6JA or by email to dpo@ekos.co.uk.

Please indicate whether you would like a response to your request by [ ]  email or [ ]  post.

Please note that while we are happy to respond by email where requested, responses may include sensitive personal data and you should therefore consider whether email is a secure enough form of correspondence. Some information may however require to be sent in hard-copy by post, depending on the format in which it is held.

#### Details of the person requesting information

|  |  |
| --- | --- |
|  Full name:  |  |
|  Address:  |  |
|  Contact telephone number:  |  |
|  Email address:  |  |

####  Are you the data subject?

 [ ]  YES: I am the data subject. I enclose proof of my identity.

 [ ]  NO: I am acting on behalf of the data subject. I have enclosed the data subject’s written authority and proof of the data subject’s identity and my own identity.

 **Details of the data subject** (if different from details of the person requesting information)

|  |  |
| --- | --- |
| Full name:  |  |
|  Address:  |  |
|  Contact telephone number:  |  |
|  Email address:  |  |

**What information are you seeking?**

Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.

|  |
| --- |
|  |

**Employment records**

If you are now, or have been employed by EKOS and are seeking personal information in relation to your employment please provide details of your dates of employment.

**Declaration**

***Data Subject Declaration:***

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that EKOS is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signature ……………………………………………………………………………........................

Date ……………………………………………………………………………………………...

***OR Authorised Person – Declaration (if applicable):***

I confirm that I am legally authorised to act on behalf of the data subject. I understand that EKOS is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

Signature ……………………………………………………………………………........................

Date ……………………………………………………………………………………………...

**Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.**

1. Identification must comprise photocopies / scans of two official documents which confirm both your date of birth and current address - e.g. passport, driving licence, birth certificate, utility bill, etc.

 If you are not the data subject but are making the Subject Access Request on their behalf, we will require both your and the data subject’s identification as indicated above.

 Please note: If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request. [↑](#footnote-ref-1)