Data Subject Access Request Form:

Request for access to personal information under

The **General Data Protection Regulation** (**GDPR 2018**) (EU) 2016/679

To: CertSee Ltd
of registered office is: 7 The Green, Burkeen, Wicklow, Co. Wicklow.
Company No: 602241

Section A - please complete this section

Full Name:	
Email Address:	
Postal Address:	
Mobile and Landline Numbers:	
Your CertSee Account number: *(if applicable)*	Ref no:

Section B - please complete this section

Please select the department you have interacted with: Members Customer Service* or   Client Customer Services* or   Accounts Dept* or   Other* If you have selected other, please specify: _____   **Delete as applicable*
Please provide us with details of the information or data records that you require:

Please advise us of email addresses you have used to correspond with us:
Please advise us of staff whom you have interacted with:
If any other information that you have or had registered with us is not detailed already within this form, please advise:

DECLARATION

I confirm:

1. That the information provided is true and accurate. I understand that it is an offence to provide false information to obtain personal data to which I am not entitled.

2. I have enclosed the following required information:

 a. Name in full
 b. Address that is relevant to the records
 c. Proof of Identity – *this can be copy of account holder's passport, driver's license or utility bill* d. Signed authority from the account holder if the request is being made on their behalf by a third party, including their proof of identity.

SIGNED: _____

PRINT NAME: _____

DATE: _____/_____/_____

Response Time to your data request:

CertSee Ltd will respond to your request within 30 days of receiving the completed form.

PLEASE RETURN COMPLETED FORM, DECLARATION AND DOCUMENTS DETAILED ABOVE TO:
Posted to: Compliance DPO, CertSee Ltd, c/o 7 The Green, Burkeen, Wicklow, Co. Wicklow.
Or
Scan completed request form and email to: dpo@CertSee.com
Note:
We require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately.
  All information submitted on this form and any documents included is kept 'Strictly-in-Confidence'

Office & Audit Use only:

Rec'd:_____

Action:_____

Replied:_____