



Subject Access Request Form

SECTION 1: Details of the person requesting information

REQUESTED INFORMATION	please complete
FULL NAME	
ADDRESS	
CONTACT TELEPHONE NUMBER	
EMAIL ADDRESS	

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- YES: I am the data subject. I enclose my proof of identity (see below) – GO TO SECTION 4
- 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 (see below) – GO TO SECTION 3

To ensure we are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one item from both of the following:

- 1) Proof of identity:** Passport, photo driving licence, national identity card, birth certificate.
- 2) Proof of address:** Utility bill, bank statement, credit card statement (no more than three months old), current driving licence, current TV licence or local authority tax bill.

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

SECTION 3: Details of the data subject (if different from Section 1)

REQUESTED INFORMATION	please complete
FULL NAME	
ADDRESS	
CONTACT TELEPHONE NUMBER	
EMAIL ADDRESS	



Subject Access Request Form

SECTION 4: What information are you seeking?

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

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.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with section 8(2) of the DPA, 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 “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.

SECTION 5: Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to Al Fresco Holidays is true. I understand that it is necessary for Al Fresco Holidays to confirm my/the data subject’s identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed _____