

Individual Rights Request Form

You should complete this form if you are a resident of the European Union and wish to exercise your right to access, rectify, delete, restrict or object to further processing of the personal data we may have about you which you are entitled to under the General Data Protection Regulations (GDPR).

The information you provide here will be processed solely for the purpose of verifying your identity and residency, identifying the information you're requesting, and answering your request. You are not obliged to complete this form to make a request, however all the information requested here is necessary and is required to comply with your request and doing so will make it easier for us to process your request quickly.

Your personal information will be accessed by our Data Protection and/ or Legal Team only. Your proof of ID and residency will be deleted once your request has been answered.

We will answer your request, or request additional information from you within 30 days. We may extend this process for up to two months, in which case we will notify you of the extension within a month.

The processing of this request is free of charge, but we reserve the right, as allowed under GDPR Article 12 (5), to charge an administrative fee under certain circumstances.

Please note that we may refuse to act, as allowed under GDPR Article 12 (2) and 12 (5), on requests that are insufficiently substantiated, unfounded or excessive.

If you have any queries or require further information, then please contact our data protection team at: dataprotection@vuemail.com

SECTION 1: Type of personal data

Please specify the category of personal data that your request relates to:

- Customer
- Employee
- Visitor
- Supplier

SECTION 2: Details of the person requesting information

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

SECTION 3: Are you the subject of this request?

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

YES: I am the data subject. I enclose proof of my identity (see below).
(Please 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).
(Please 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 of both of the following:

1) Proof of Identity

Passport, photo driving licence or birth certificate

2) Proof of Address

Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; local authority tax bill (no more than 1-year-old).

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

SECTION 4: Details of the data subject (if different from section 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	
Relationship with data subject:	

SECTION 5: Please describe your request

Please specify the category of personal data that your request relates to

- Subject Access Request (SAR or DSAR)
- Rectification
- Erasure or Right to be forgotten
- Consent withdrawal or Object to processing
- Restrict processing
- Portability

Please specify the information and the processing activity to which your request relates. The more detail you provide, the better we will be able to answer your request.

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 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

SECTION 6: Disclosure of CCTV images

If the information you seek is in the form of video images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES

NO

SECTION 7: Declaration

I confirm that the information which I have supplied in this application is correct and I am the person to whom it relates or a representative acting on his/her behalf. I understand that the Vue may need to obtain further information from me/ my representative in order to comply with this request and that any attempt to mislead may result in prosecution

Name

Signed.....

Date

Documents which must accompany this application:

- **Evidence of your identity (see section 2)**
- **Evidence of the data subject's identity (if different from above)**
- **Authorisation from the data subject to act on their behalf (if applicable)**
- **If applicant is a legal guardian of a child under 12, then proof of legal guardianship is required**
- **Are you acting on behalf of the data subject with their written authority? If so, that authority must be sent to us**

Please return the completed form to:

dataprotection@vuemail.com

Or

FAO: Data Protection
Building 10,
Chiswick Park,
566 Chiswick High Rd,
Chiswick, London W4 5XS

Correcting Information

If after you have received the information you have requested, you believe that:

- the information is inaccurate or out of date; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;

then you should notify our Data Protection Team at once.