

## Data subject access request form

Please complete this form if you wish to request access to your personal data. You do not have to use this form, but it will help us to deal with your request as quickly and effectively as possible if you do.

You can also use this form if you are requesting access to personal data on behalf of someone else. In that case, we will need you to confirm you have that person's authority to ask for access to their data.

If you have any questions about this form or your request, please contact our Data Protection Officer Karen Phillips to discuss it further.

### 1 About you

Please provide the following information. If you have an account number or other reference number, please provide it.

Full name	
Address	
Contact details	
Client number or matter reference	

For security reasons, we cannot respond to a request unless we have confirmed your identity. You must attend our offices with your ID documents or provide copies certified by another solicitor in accordance with our policies.

Please contact us for details of acceptable ID documents and for the wording we require if another solicitor certifies copy ID documents.

### 2 Whose personal data are you requesting?

Please provide the following information. If you are making this request on behalf of someone else, we will need this information before we can supply you with the data you are asking for.

Are you requesting access to your own personal data?	<input type="checkbox"/> Yes, please go to section 3 below. <input type="checkbox"/> No, please complete the rest of this section of the form.
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2.1 If you are not requesting access to your own personal data, please provide the following information about the person on whose behalf you are making this request:

Full name	
Address	
Contact details	
Client number or matter reference	
Age (if under 16)	

2.2 We can only provide data relating to another person in the following situations:

- To an Attorney under an Enduring Power of Attorney or a Lasting Power of Attorney. We will need to see the original Power of Attorney or a copy certified by a solicitor. We can only disclosed data to the extent permitted by the Power of Attorney;
- To an Attorney under a General Power of Attorney. We will need to see the original Power of Attorney or a copy certified by a solicitor. We can only disclose data to the extent permitted by the Power of Attorney;
- To a Personal Representative of a deceased person. We will need to see an original death certificate and an office copy of the grant of representation (eg grant of probate, Letters of Administration).

### 3 What data are you requesting?

Your rights to request access to personal data and other information are set out *in our Privacy policy, (available on our website)*. Please describe what personal data and other information you are requesting, in particular if you are asking for specific documents or information.

Description of the personal data and information requested including details of any specific documents or information you asking for (where relevant)	
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Please give as much detail as possible about where the data might be located and any other relevant information. You do not have to provide this information but doing so will help us to deal with your request as quickly and effectively as possible.

Location of data, eg any particular departments or parts of the organisation you have dealt with (if known)	
Relevant time periods, eg when we are likely to have obtained your data (if known)	
Dates of any particular correspondence, meetings or telephone calls (if known)	
The name(s) of people you have dealt with within our organisation (if known)	
Any other relevant information you can think of that might help us respond to your request	

### 4 Signature

Please check the information you have provided and sign below.

Signed	
Date	

Please send this form and the documents we have asked you to provide to;

Miss Karen Phillips

Sprake & Kingsley, 16 Broad Street, Bungay, Suffolk, NR35 1EN

Or by email to [info@sprakekingsley.co.uk](mailto:info@sprakekingsley.co.uk)