

Subject Access Request Form

The General Data Protection Regulation 2018 provides you ('the Data Subject') with the right to receive a copy of the personal data we hold about you.

This form is used to confirm your identity and to assist us in locating your personal data.

Your request will be processed within 30 days of receipt by us of such information we may reasonably require to satisfy ourselves as to your identity and to locate the information.

If you need any help completing this form, please contact 0333 3207 418

Are you the Data Subject?	Yes	No
Full name:		
Date of birth:		
Address:		
Previous address (if at the above address for less than two years):		
Telephone number:		
Email:		
Other relevant identifying information?		
Has you ever been an employee of Potters Resort?	Yes	No

You must confirm your identity by sending us a copy of one of the documents listed below. Please tick the appropriate bullet point to indicate which document you have enclosed.

- Full valid driving licence issued by a member state of the EC/EEA
- Birth certificate or certificate of registry of birth or adoption certificate
- Full valid current passport

You must also confirm the address of the Data Subject by sending us a copy of one of the documents listed below. Please tick the appropriate bullet point to indicate which document you have enclosed.

- Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- Council tax demand in the Data Subject's name for the current financial year
- Bank, building society or credit card statement in the Data Subject's name for the last quarter

Our search for information relating to you (the Data Subject) will be based on the information provided below. Potters Resort processes personal data for the following purposes. Please tick the bullet points which indicate the areas that you would like us to search.

- Accounts and records (for example purchases, sales or other transactions)
- Advertising, marketing, promotion and public relations
- Complaints handling
- Holiday Bookings
- Health & Spa Memberships
- Staff administration
- HR and employment records

Any other purposes not listed above?

Any other information which will assist in searching for your personal data? E.g. Booking reference or membership number.

In exercise of the right granted to me under the terms of the General Data Protection Regulation 2018, I request that you provide me with a copy of the personal data about me (the Data Subject) which you process for the purposes I have indicated.

I confirm this is all of the personal data to which I am requesting access. I also confirm that I am the Data Subject. I am aware that it is an offence to unlawfully obtain such personal data, e.g. by impersonating the Data Subject.

I certify that the information given in this form is true. I understand that it is necessary for Potters Resort to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to confirm my identity and/or locate the correct information.

Signed:

Print name:

Date:

Please make sure you have:

Please make sure you have completed this form in full, signed the declaration above and enclosed the relevant form of identity and address details. Then send the completed form and enclosures to: Data Protection Department, Potters Leisure Limited, Coast Road, Hopton, Great Yarmouth. NR31 9BX.