

Data Subject Rights Request Form

About this Form

This form is used by HR GO to confirm the identity of the Data Subject (or a third party acting on behalf of the Data Subject) making a rights request and the nature of the rights to be exercised.

Once completed, please send this form and any attachments to dataprotection.jv@hrgo.co.uk, marked for the attention of the Data Protection Officer.

Data Subject's Details

Please confirm your contacts details:

Title	
First Name	
Surname	
Address	
Telephone No.	
Email Address	

Identity Verification

Please provide us with further information to enable us to verify your identity. If you provide additional documents for this purpose, please only send copies to us and not originals:

Details of further information to enable us to verify your identity	
--	--

Third Parties Acting for the Data Subject

If you are acting on behalf of a Data Subject, please confirm the nature of your relationship with the Data Subject and provide us with proof that you are entitled to act on behalf of the Data Subject. If you provide additional documents for this purpose, please only send copies to us and not originals Please also provide us with your contact details:

Details of your relationship with the Data Subject and proof provided	
Your Title	
Your Surname	
Your Address	
Your Telephone No.	
Your Email Address	

Nature of Request

Please confirm the type of request you are making and provide us with any further information to help us facilitate your request:

Type of Request	<input type="checkbox"/> Subject access right request	<input type="checkbox"/> Right to rectification request	<input type="checkbox"/> Right to erasure request	<input type="checkbox"/> Right to restrict processing request
	<input type="checkbox"/> Right of data portability request	<input type="checkbox"/> Right to object request	<input type="checkbox"/> Automated decision-making request	<input type="checkbox"/> Withdrawal of consent
Additional information related to your request				

Declaration

I confirm I am the Data Subject named above:

Signature	
Full Name	
Date	

OR

I confirm I am the third party named above and that I am entitled to act on behalf of the Data Subject named above:

Signature	
Full Name	
Date	