# Subject Access Request Form

Personal Details

|  |  |
| --- | --- |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Previous Names (if any): |  |
| Date of Birth: |  |
| Full Postal Address (including postcode): |  |
| Telephone Number: |  |
| Email Address: |  |

# Information Request

Please use the box below to provide the following information:

* Specific details (along with any relevant dates) of the nature of information being requested.
* The type of information you would like us to send to you, e.g. phone call records; emails; case documents.
* How you are connected to Tideway, e.g. you are an employee of ours or of our joint venture partners; you are a resident affected by our works; or you are a council employee liaising with us about the project.

|  |
| --- |
|  |

# Declaration

I declare that I am the Data Subject named in this subject access request form. I will fully indemnify Tideway for all losses and expenses incurred if I am not. I request Tideway to forward, to the email address stated, any personal data they hold about me to which I have a right of access.

|  |  |
| --- | --- |
| Print Name: |  |
| Signature: |  |
| Date: |  |

# Important Information

Tideway collects, holds, and processes certain personal data about our customers and employees (“**Data Subjects**”). As a Data Subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“**GDPR**”) to find out about our use of your personal data as follows:

* Confirmation that your personal data is being processed by us;
* Access to your personal data;
* How we use your personal data and why;
* Details of any sharing or transfers of your personal data;
* How long we hold your personal data; and
* Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

**No fee is payable under normal circumstances**. We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

**Please complete the required information overleaf** and return it to us by email to dataprotection@tideway.com or by post addressed to:

**Tideway**

**Cottons Centre, 5th Floor**

**Cottons Lane**

**London SE1 2QG**

You do not have to use this form and may instead write to us using the same contact details.

After receiving your subject access request, we may contact you to request additional supporting information and/or proof of your identity. This helps us to safeguard your privacy and personal data.

**We will respond to all subject access requests within one month of receipt** and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

**If you are making a subject access request on someone else’s behalf**, please contact dataprotection@tideway.com before making your request.

**For Internal Use**

|  |  |
| --- | --- |
| Date Received: |  |
| Date Returned: |  |
| Reference Number: |  |