**Transport Exchange Group Subject Access Request Form**

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| Under the General Data Protection Regulation, you are entitled as a data subject to obtain from the Company, confirmation as to whether we are processing personal data concerning you, as well as to request details about the purposes, categories and disclosure of such data.  You can use this form to request information about, and access to any personal data we hold about you. Details on where to return the completed form can be found at the end of the document.  To support your request, we ask you toprovide evidence of your identity in the form of a Driving Licence or Passport. If you are submitting your request electronically, please provide a screenshot of the document. If you are sending the request through the mail, please provide a hard copy.  **This is to protect your information and rights**. | | | | | | | | |
| **1. Personal Details:** | | | | | | | | |
| **Data Subject’s Name:** | |  | | | **DOB:** | | \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_ | |
| **Home Telephone No:** | |  | | | **Email:** | |  | |
| **Data Subject’s Address**: | | | | | | | | |
| **Identification Provided** *(Please state which form of identification you have provided to support your request)***:** | | | | | | | | |
| **Any other information that may help us to locate your personal data:** | | | | | | | | |
| **2. Specific Details of the Information Requested:** | | | | | | | | |
|  | | | | | | | | |
| **3. Representatives** *(only complete if you are acting as the representative for a data subject)*  ***Please Note:*** *We may still need to contact the data subject where proof of authorisation or identity are required* | | | | | | | | |
| **Representative’s Name:** | |  | **Relationship to Data Subject:** | | | | |  |
| **Telephone No:** | |  | **Email:** | | |  | | |
| **Representative’s Address**: | | | | | | | | |
| **I confirm that I am the authorised representative of the named data subject:** | | | | | | | | |
| **Representative’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **4. Confirmation** *(If electronic please type):* | | | | | | | | |
| **Data Subject’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [print name] | | | | | | | | |
| **Signature** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Date:** | | \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_ | | |
| **5. Completed Forms** | | | | | | | | |
| ***For postal requests, please return this form to:***  **Transport Exchange Group**  **Transport Exchange Group**  20 Northdown Street,  London,  N1 9BG  ***For email requests, please return this form to***: [support@transportexchangegroup.com](mailto:support@transportexchangegroup.com) . | | | | | | | | |