

Southall Travel Limited

Data Subject Access Request Form

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data held by Southall Travel Limited, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process. We require that you submit this request electronically via email to dataprivacy@southalltravel.co.uk.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

Request correction or erasure of your personal data.

Restrict or object to certain types of data processing.

Make a complaint to the information commissioner's office (ICO).

For more information on your rights under the GDPR, see Southall Travel's Privacy Notice available at: <https://www.southalltravel.co.uk/data.aspx>

I. Requester Name (Data Subject) and Contact Information

Please provide the data subject's information in the space provided below.

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

First and last name:	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
If you are a current or former employee of Southall Travel, please provide your employee identification number and your approximate dates of employment:	
Please provide other unique identifiers or related information to help us locate your personal data (for example, government identification number or customer account number):	

II. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

For example, you may specify that you are seeking:

E-mail or other electronic communications (specify the approximate dates and times).

Billing information.

Photographs.

Video footage.

User activity logs.

Transaction histories

Correspondence between you and Southall Travel.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.

In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on:

The purposes of processing.

Categories of personal data processed.

Recipients or categories of recipients who receive personal data from us.

How long we store the personal data, or the criteria we use to determine retention periods.

Information on the personal data's source if we do not collect it directly from you.

Whether we use automated decision-making, including profiling, the auto-decision logic used, and the consequences of this processing.

Your right to:

request correction or erasure of your personal data;

restrict or object to certain types of processing with respect to your personal data; and

make a complaint with the local data protection authority.

If the information you request reveals personal data about a third party, we will either seek that individual's consent before responding to your request, or we will redact third parties' personal data before responding. If we are unable to provide you with access to your personal data because disclosure would violate the rights and freedoms of third parties, we will notify you of this decision.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

V. Signature and Acknowledgment

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Southall Travel must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid

until Southall Travel receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and acknowledge that for any further copies I request, Southall Travel may charge a reasonable fee based on administrative costs.

Signature

Date