

Subject access request

This form is for any person who wishes to apply for access to personal data held by Storm ID Ltd. Please read the [subject access request policy guidance](#) before completing and submitting this form.

A separate form should be completed for each individual.

This is not a mandatory form. Subject access requests made in other formats will also be accepted, but this form is designed to speed up the process.

A request will be treated as valid even if you have not sent it directly to the addressee designated in this form.

Which sections should I complete?

Sections 1, 2, 3 and 4 which set out the details of your request, should be completed for all subject access requests.

Sections 5, 6 and 7 which pertain to the details of any representative making a request and the authority to release information to them, should only be completed if the request is being made by a representative of the data subject.

In specific relation to Section 2 which asks for proof of identity; if you do not have any of the forms of identity listed, we may, in exceptional circumstances accept alternatives. However, if you cannot provide us with satisfactory proof of identity, we will not be able to process your request.

Checklist

Please run through the following checklist to make sure you have supplied everything we need before you send your request to us.

Have you completed all relevant sections of the form?

- If you are a representative, has your client signed the authority in Section 7 or provided a separate signed note of authority?
- If you are submitting the form yourself, have you signed the form at Section 4?
- If you are signing as a parent or guardian of a child under 16, have you provided a photocopy of their full birth certificate, photocopies of any court orders and proof of your parental responsibility?
- Have you enclosed two pieces of identification from the lists in Section 3 (Section 6 for the representative) (one from each of A and B)?

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Have you provided as much information as possible to enable us to find the data you require?

Please send your completed form and proof of identity:

By email to:

dataprotection@stormid.com

Or by post to:

Data Protection Officer
Storm ID Ltd
Leith Assembly Rooms
43 Constitution Street
Edinburgh
EH6 7BG

Subject Access Request form**Section 1 – About the applicant**

Please provide us with the following information about the applicant:

First name	
Last name	
Current address	
Postcode	
Previous address (if relevant to the request)	
Postcode	
Current email address	
Previous email address (if relevant to the request)	

Section 2 – Proof of identity

To confirm your identity, we need to see copies of two pieces of identification – one from List A and one from List B. Please indicate which ones you are supplying.

List A (photocopy/scan from one of the following)

- Passport
- Photo driving license
- National Identity card
- Child under 16: full Birth Certificate

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Child under 16: Court Order(s)

For a child under 16 years of age please provide copies of all Court Orders. Please state if there are none.

List B (photocopy/scan from one of the following)

- A letter sent to you by Storm ID Ltd
- Utility bill showing current home address
- Bank statement showing current home address

Section 3 – Details of the information required

This request is for:

- Viewing a copy of the data we hold on you
- An amendment to the data we hold on you
- A portable copy of the data we hold on you (encrypted CSV file)
- A deletion of the data we hold on you
- An objection to the processing of the data we hold on you

Please provide us with details on the specific data your request pertains to.

For example, you might be requesting a deletion of data, but only a specific part of it rather than all of it.

If you are requesting a portable copy of the data we hold on you, please provide us with details on the specific data you require and a time interval.

Section 4 – Declaration

The information which I have supplied in this application is correct, and I am the person to whom it relates or a representative acting on his/her behalf. I understand that Storm ID Ltd may need to obtain further information from me/my representative in order to comply with this request.

Signature of applicant:	Date:
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Section 5 – Representative's details

If completed, Storm ID Ltd will reply to the address you provide in this section.

Name of representative	
Company Name	
Address	
Postcode	
Email address	

Section 6 – Proof of representative's identity

To confirm your identity, we need to see copies of two pieces of identification – one from List A and one from List B. Please indicate which ones you are supplying.

List A (photocopy/scan from one of the following)

- Passport
- Photo driving license
- National Identity card

List B (photocopy/scan from one of the following)

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- A letter sent to you by Storm ID Ltd
- Utility bill showing current home address
- Bank statement showing current home address

Section 7 – Authority to release the information to a representative

A representative needs to obtain authority from the applicant before personal data can be released. The representative should obtain the applicant's signature below, or provide a separate note of authority.

This must be an original signature, not a photocopy (tip: using blue ink often helps verification).

If the applicant is signing as the guardian of a child under 16, proof of legal guardianship must also be provided.

I hereby give my authority for the representative named in Section 5 of this form to make a Subject Access Request on my behalf under the General Data Protection Regulation.

Signature of applicant:	Date:
Signature of representative:	Date:

Section 8 – Timescale

If you have specific reasons for requiring the information by a specific date please give details below:

Date required:
Reason (please supply supporting evidence):