

Data Subject Access Request Form

We are committed to protecting your personal data and ensuring transparency in how it is used.

The personal data requested in this form is necessary for Attelia London ("Attelia London", "we", "us", or "our") to process your Data Subject Access Request. We will use the information you provide solely to verify your identity and respond to your request in accordance with the UK General Data Protection Regulation ("UK GDPR"). For detailed information about your rights, please refer to our [Privacy Policy](#).

We aim to respond to your request within one month of receiving a valid submission. Although you are not required to use this form, providing the requested information, including proof of identity, will help us process your request more efficiently.

Requester name (data subject) and contact information

Please provide the data subject's information in the space provided below. If you are making this request on the data subject's behalf, you should provide your name and contact information in Section 3.

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

First and last name:	
Any other names that you have been known by (including former name):	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
Are you a current or former employee of Attelia London?	
If so, please provide your employee identification number (if known) 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):	

Proof of data subject's identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: Passport or photo identification such as a driving licence.

Please also attach a copy of a bank or credit card statement or utility bill showing your current address and dated within the last three months. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact our Privacy Compliance Team at info@attelia.uk or advice on other acceptable forms of identification.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

Requests made on a data subject's behalf

Please complete this section of the form with your name and contact details if you are acting on the data subject's behalf.

First and last name:	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
What is your relationship to the data subject (for example, solicitor, adviser, parent, carer)?	
Do you have legal authority to request the data subject's information?	
If the data subject is under 13, do you have parental authority to act for them?	

We accept a photocopy or a scanned image of one of the following as proof of your identity: passport or photo identification such as a driving licence.

If you do not have any of these forms of identification available, please contact us for advice on other acceptable forms of identification. We may request additional information from you to help confirm your identity if necessary.

We also require proof of the data subject's identity before we can respond to the request. To help us establish the data subject's identity, you must provide identification that clearly shows the data subject's name, date of birth and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: Passport or photo identification such as a driving licence.

We accept a copy of the following as proof of your legal authority to act on the data subject's behalf:

- A written consent signed by the data subject.
- A certified copy of a power of attorney.
- Evidence of parental responsibility.

We may request additional information from you to help confirm the data subject's identity. We reserve the right to refuse to act on your request if we are unable to identify the data subject or verify your legal authority to act on the data subject's behalf.

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:

- Registration details and contact information.
- Employment records or personnel records.
- Pensions or other benefit records.
- Email or other electronic communications (specify the approximate dates, times and correspondents).
- Billing information.
- Transaction histories.
- Medical and dental treatment records, including consultation notes and treatment plans.
- Appointment history and scheduling information.
- Correspondence between you and Attelia London within a specific time frame.

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 the information we need to locate your personal data.

In response to your request, we will provide you with the information we are required to provide, 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.
- Any available information on the source of the personal data if we do not collect it directly from you.
- Whether we use automated decision-making, including profiling, meaningful information about the auto-decision logic used, and the significance and 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 to 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, consider if it is otherwise reasonable to provide it to you 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 infringe 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 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.

Signature and acknowledgement

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:

- Attelia London must confirm proof of identity and may need to contact me again for further information.
- Attelia London may not be able to respond to your request if we do not receive all of the required information to process the request.

Signature:	
Name:	

Date:	
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Authorised person signature

I confirm that I am authorised to act on behalf of the data subject. I understand that Attelia London must confirm my identity and my legal authority to act on the data subject's behalf and may need to request additional verifying information.

Signature:	
Name:	
Date:	

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

<input type="checkbox"/>	Hard Copy
<input type="checkbox"/>	Electronic Copy