

# Subject Access Request Form

By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by the organisation that you are eligible to receive.

	Details
<b>Full Name</b>	
<b>Daytime Telephone No</b>	
<b>Email Address</b>	
<b>Address</b>	
<b>Required information (and any relevant dates):</b>	

By signing below, you indicate that you are the individual named above. The organisation can accept requests regarding your personal data from your Agent but will take additional steps to certify and validate the identity of the Agent to ascertain that this is a valid request. We will also need a copy of a Government issued photo ID such as a copy of a current driving licence or passport returning with this form. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not.

Please return this form to [privacy@maginus.com](mailto:privacy@maginus.com) or by post using a signed for method as date verification to:

*The GDPR Team, Maginus Software Solutions Limited, Floats Road, Manchester M23 9PL.*

We will acknowledge receipt of your request ASAP. Please allow 30 days for our response.

**Data Subject's Signature:**

**Date:**