

Subject access request

- In order for us to respond to your request, we ask that you submit this request electronically via email to privacy@quastels.com, or by post to Privacy Manager, Quastels LLP, Second Floor South, 55 Baker Street, London W1U 8EW.
- We expect to respond to your request within one month of receipt of a valid request. In complex cases, or where we receive a number of requests from you, we may extend this period by up to two further months. We will notify you of any extension within one month of receipt of your request.
- You do not have to use this form but using this form should make it easier for you to check you have provided us with all relevant information, including proof of identity, and for us to process your request.

1. Requester name (data subject) and contact information

- 1.1 Please provide the data subject's information below. If you are making this request on the data subject's behalf, you should provide your name and contact information in paragraph 3.
- 1.2 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 nicknames and previous surnames):	
Home address:	
Date of birth:	
Telephone number:	
Email address:	
Are you a current or former employee of Quastels LLP?	
If so, please provide your approximate dates of employment:	

2. Proof of data subject's identity

- 2.1 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.
 - Birth or adoption certificate.
- 2.2 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.

- 2.3 If you do not have any of these forms of identification available, please contact us at privacy@quastels.com for advice on other acceptable forms of identification.
- 2.4 If you are a current employee we may be able to process your request without needing proof of identity. Please contact us to discuss.
- 2.5 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.

3. Requests made on a data subject's behalf

- 3.1 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:	
Telephone number:	
Email address:	
What is your relationship to the data subject (for example, solicitor, other 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?	

- 3.2 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.
- Birth or adoption certificate.

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

- 3.3 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.
- Birth or adoption certificate.

- 3.4 Please also attach a copy of a bank or credit card statement or utility bill showing the data subject's current address and dated within the last three months. If the data subject has changed their name, please provide the relevant documents evidencing the change.

- 3.5 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.

4. Information requested

4.1 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:

- Employment records or personnel records.
- Pensions or other benefit records.
- Medical records.
- Email or other electronic communications (specify the approximate dates, times and correspondents).
- Billing information.
- Photographs.
- User activity logs.
- Transaction histories.
- Correspondence between specified dates and specified persons.

4.2 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.

4.3 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.

4.4 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.

- 4.5 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:

- Quastels LLP must confirm proof of identity and may need to contact me again for further information.
- My request will not be valid until Quastels LLP receives all the required information to process the request.
- I am entitled to receive my personal data free of charge. I acknowledge that, for any further copies I subsequently request, Quastels LLP may charge a reasonable fee based on administrative costs.

.....
Signature

.....
Date

Authorised person signature

I,, confirm that I am authorised to act on behalf of the data subject. I understand that Quastels LLP 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

.....
Date

FURTHER INFORMATION

Article 15 of the UK General Data Protection Regulation (UK GDPR) grants you the right to access your personal data held by Quastels LLP. This includes:

- The right to obtain confirmation that we process your personal data.
- The right to receive certain information about the processing of your personal data. This is information about the purposes for the processing, the categories of data concerned, the recipients or categories of recipients, where possible the period for which we store the data and any information about the source of the data where this is not direct from you. Where relevant this also includes information about automated decision-making and international transfers.
- The right to obtain a copy of the personal data we process.

In addition to exercising your access right, you have the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Request that your personal data be provided to you, or transferred to another organisation, in a structured, commonly used and machine-readable format (right to data portability), where the processing is based on your consent or a contract and is carried out by automated means.
- Make a complaint with the local data protection authority (in the UK this is the Information Commissioner, see ico.org.uk).

For more information on your rights, see Quastels' privacy policy available at: www.quastels.com or on request from privacy@quastels.com