

### General Data Protection Regulations – Subject Access Request Form

The General Data Protection Regulations (GDPR) provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to see your data. You will also need to provide **proof of your identity**. Your request will be processed within 30 calendar days upon receipt of a fully completed form and proof of identity.

#### Proof of identity:

We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of two documents such as your passport or driving licence and an official letter addressed to you. The documents should include your name and business address. If you have changed your name, please supply relevant documents evidencing the change.

#### Administration fee:

Powwownow do not charge for Subject Access Requests.

#### Section1

Please fill in your details (the data subject). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

<b>Title:</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> _____
<b>Surname / Family name:</b>	
<b>First name / Forename:</b>	
<b>Email address:</b> <small>Used for Powwownow/Via-vox account</small>	
<b>Business name:</b>	
<b>Business address:</b>	
<b>Day time Telephone Number:</b>	
<b>I am enclosing the following copies as proof of identity:</b>	Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter confirming my employment at the business specified <input type="checkbox"/>
<b>Personal information:</b>	<p>If you want to know details of specific calls or recordings that have been made, please provide the dates/times of calls in the section below. If you do not know exact dates/times, please give the month and year that you think might be relevant.</p> <p>_____</p> <p><b>Details:</b></p>

## Via-Vox Ltd Subject Access Request Form

<p><b>Employment records</b></p>	<p>If you are now, or have been employed by Via-Vox Ltd and are seeking personal information in relation to your employment please provide details of your staff number and dates of your employment.</p>
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### Section 2

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

<b>Title:</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> _____
<b>Surname / Family name:</b>	
<b>First name / Forename:</b>	
<b>Address:</b>	
<b>Day time Telephone Number:</b>	

Please provide proof of identity as detailed on page 1.

<b>I am enclosing the following copies as proof of identity:</b>	Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> An official letter to my address <input type="checkbox"/>
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<p><b>What is your relationship to the data subject?</b> e.g employer, legal representative)</p>	<p>_____</p> <p><b>I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:</b></p> <p>Letter of authority <input type="checkbox"/>    Lasting or Enduring Power of Attorney <input type="checkbox"/>    Other (give details) <input type="checkbox"/> _____</p>
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## Via-Vox Ltd Subject Access Request Form

<b>Data Subject Declaration:</b>	I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Via-Vox Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b> /    /

Or

<b>Authorised person - Declaration (if applicable):</b>	I confirm that I am legally authorised to act on behalf of the data subject. I understand that Via-Vox Ltd is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b> /    /

Warning: a person who unlawfully obtains or attempts to obtain data is guilty of a criminal offence and is liable to prosecution.

<b>I wish to:</b>	<p>Receive the information in electronic format <input type="checkbox"/></p> <p><small>(some files may be too large to transmit electronically and we may have to supply in compressed format)</small></p> <p>Receive the information by post* <input type="checkbox"/></p> <p>View a copy of the information only <input type="checkbox"/></p> <p><small>*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else.</small></p>
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Please send your completed form and proof of identity to: Data-protection SAR  
Via-Vox Ltd  
Vectra House  
36 Paradise Road  
Richmond,  
Surrey,  
TW9 1SE

Via-Vox Ltd will retain the information provided and only share the information with those it is legally entitled to. The information will only be kept for as long as necessary and in accordance with Via-Vox Ltd's retention policy, will be disposed of in a safe and secure manner.