

## HomeSupply Subject Access Request Form

The General Data Protection Regulation (GDPR) grants certain rights and choices about the personal information companies hold about you. For an overview of your rights and choices, please see our [privacy policy](#). To exercise your rights, please complete this Subject Access Request Form and email it to us at [DataProtectionOfficer@homesupply.co.uk](mailto:DataProtectionOfficer@homesupply.co.uk).

Please note that we may ask you to verify your identity before taking further action on your request.

Your request will be processed within 30 calendar days (1 month) upon receipt of a properly completed Subject Access Request form and sufficient proof of identity.

Please fill in the details below to help us identify the data subject. If you are not the data subject, and are applying on behalf of someone else, please provide the details of the individual that is the subject of this request.

<b>Title:</b>				
<b>Mr</b>	<b>Mrs</b>	<b>Ms</b>	<b>Miss</b>	<b>Other</b>
<b>Surname:</b>				
<b>First Name:</b>				
<b>Address:</b>				
<b>Phone Number:</b>				
<b>Email:</b>				

**Request Details:** Please describe your request here and provide any additional information you think will help us process this request. If you are making this request on behalf of someone else, please provide the reasons why you are making this request for another data subject.

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We'll send your information to you securely by email. If you'd prefer your information to be sent by post, please check this box: ☐

**Declaration:** I hereby certify and confirm:

- The information provided is true and accurate to the best of my knowledge.
- If acting on behalf of someone else, I confirm that I am legally authorized to act on behalf of the individual that is the subject of this request.
- I understand that HomeSupply may need to verify my identity, my authority, or the identity of the data subject before taking further action on this request.

**Name:**

**Signature:**

**Date:**