

Happy Henry's! SUBJECT ACCESS REQUEST FORM

You should complete this form if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the Data Protection Act 1998 (DPA) and under the EU General Data Protection Regulation (GDPR), which came into effect on 25 May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond promptly and in any event within one month of our receipt of your written request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request.

You are not obliged to complete this form to make a request but doing so will make it easier for us to process your request quickly.

SECTION 1: Details of the person requesting information

NAME:

CONTACT TELEPHONE NUMBER:

EMAIL ADDRESS:

SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

YES: I am the data subject.

NOTE: To ensure we are releasing data to the right person we ask that you stop by Happy Henry's! at your convenience with this completed form and show a form of ID. We will then process your request within 30 days.

Information about the collection and processing of data

If you want information about any of the following, please tick the boxes:

- Why we are processing your personal data
- To whom your personal data are disclosed
- The source of your personal data

SECTION 3: Disclosure of CCTV images

There is an active security camera on-site at Happy Henry's! If the information you seek is in the form of video images captured by the onsite CCTV security camera, please contact the building owner, Amerton Farm. Contact details can be found on their website, www.AmertonFarm.co.uk.

I confirm that I have read and understood the terms of this subject access form and certify that the information given in this application to **Happy Henry's!** is true. I understand that it is necessary for **Happy Henry's!** to confirm my identity so the appropriate data is released.

Signed: Date

Print Name :

In order for us to process your request for accessing information, please visit **Happy Henry's!** at your convenience so we can confirm your identity.

Should you have any questions or concerns, please contact:

Victoria Shepherd, Happy Henry's!, Amerton Farm, Stowe-by-Chartley, Staffs ST18 0LA

Email: victoria@happy-henrys.co.uk / Phone: 07311-642741

Correcting Information

If after you have receive the information you requested, you believe that any of the following is inaccurate, please notify us straight away:

- the information is inaccurate or out of date; or
- we should no longer be holding that information;
- or we are using your information for a purpose of which you were unaware;
- we may have passed inaccurate information about you to someone else;