

Subject Access Request Form

DATA PROTECTION ACT 1998

This form is to be used by individuals who wish to find out what information, if any, SkyNet Worldwide Express is holding or processing that relates to them. **Completion of this form is not compulsory. It is designed to help you, to provide us with the information we need to action your request.** There is a guide to assist you in completing this form. You will need to provide evidence of identity to enable the processing to start. Upon receipt of a fully completed form, your request will be processed within 30 days. If the information contains details of another person, we may need to seek their consent before we can provide that information to you.

Please note that you may make a request for your data without completing this form; this must be in writing by email to marketing@skynetworldwide.com.

The information requested below will help the SkyNet Worldwide Express satisfy itself as to your identity and find any data held about you.

Section 1 – About yourself [See note 7]

Title (Mr, Mrs etc)		Date of Birth	
Surname/Family Name		Sex (Male/Female)	
First Names			
Maiden/Former surnames			
Telephone Number			
Email address			
Home Address			
Post Code			

If you would have been known to us by a different name, or at a different address (home or business) during the period to which the information you are seeking relates, please state the name(s) and address(es) below:

Name 1			
	From (Date):		To (Date):
Address 1			
		Post Code	
	From (Date):		To (Date):

Section 2 – Proof of identity [See note 8]

To help establish your identity, you **must** submit a copy of one document from each of the following categories with your application:

(a) Confirmation of name: (provide one of the following)

- full driving licence*, passport, birth certificate.

(b) Confirmation of name and address (provide one of the following)

- full driving licence*, utility bill, bank or credit card statement, child benefit book, pension book (or other equivalent/similar official document – but it **MUST** show your name and address).

*Complete copy of both parts of your full (not provisional) driving license will be sufficient for both categories.

I am providing the following types of identification:

(a)		(b)	
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Section 3 – Helping us to find the information [See note 9]

Please be as specific as you can in describing the information you would like to obtain, together with any other relevant information.

Section 4 – Declaration [See note 10]

Declaration (to be signed by the applicant), the information that I have supplied in this application is correct, and I am the person to whom it relates.

Signature

Date

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.



Your Checklist

Is your contact information correct?		Have you signed the form?	
Have you enclosed acceptable identification?		Have you completed all the sections?	
Have you enclosed the fee?			
Have you provided information to assist us in identifying and finding the information?			

SkyNet Worldwide Express Use only

<i>Date Application Rec'd</i>		<i>Application Signed</i>	<i>Yes / No</i>
<i>Identification (a) - Details</i>		<i>Application Complete</i>	<i>Yes / No</i>
<i>Identification (b) - Details</i>		<i>ID Info provided</i>	<i>Yes / No</i>
<i>Original Docs. Returned</i>			
<i>Identification checked</i>			
<i>Allocated to (DPCO)</i>			

Guide to making a Subject Access Request

1. Introduction

These notes are as a guide only, to completing the Subject Access Request form, not as a guide to the Act itself. For further advice on filling out the forms, please email us at: marketing@skynetworldwide.com.

Completion of the form is not compulsory but is designed to help you in providing us with the information we need to deal with your request.

2. Your Rights

Under the Act you have (subject to certain exemptions) the right to be told whether SkyNet Worldwide Express as a data controller, is holding or processing any information about you; and if so, to be provided with a copy of that information. The records covered by the Act include all computer records and limited categories of manual records.

3. SkyNet Worldwide Express Rights

Where an exemption is available under the Act, SkyNet Worldwide Express may not provide you with the information covered by the exemption. The main exemptions that may be applied are where the information held relates to:

- the carrying out of our regulatory functions;
- the prevention or detection of crime; or
- the apprehension or prosecution of offenders.

and where disclosure of the information would be likely to prejudice any of these purposes. We are not required to tell you whether any exemptions have been applied to any information that, we may provide or whether any information has been withheld or the reason for the withholding of any information.

4. Payment

There is no charge for submitting, or processing of the Subject Access Request form.

5. Processing by SkyNet Worldwide Express

Applications will be processed promptly, but in any event, a response will be made within 30 calendar days, as permitted under the Act, from the date that we accept the properly completed application along with your proof of identity and fee.

An application will not be accepted or processed unless the application is submitted correctly with all relevant information being supplied, proof of identity provided and the correct fee paid.

Completing the application form

6. Section 1 – About Yourself

Please give us information about yourself that will assist us in finding the information you require. You should complete this section fully and carefully as the information will be used as the basis for our internal searches.

For your protection, any correspondence that we send you (including any information that we send to you in response to your request) will be sent only to the home address that you give here.

Where you have submitted the request via your legal representatives, you are still required to complete the form in full and provide proof of identity. Our response will be sent to your legal representatives' registered offices.

The information will also help SkyNet Worldwide Express to confirm your identity (see Note 7).

7. Section 2 – Proof of identity

SkyNet Worldwide Express has a duty to ensure that the information it processes is secure; we will only provide the information relating to you if we are satisfied regarding your identity ie that you are entitled to the information. We therefore require you to provide us with reasonable proof of your identity. Examples of the types of identity documents that we will accept are listed under Section 2. Applications that do not include acceptable identification will not be processed, but we will contact you should this be the case.

SkyNet Worldwide Express does not have to give you any information that might identify any other individual unless that person agrees. If you believe that any information we hold about you may identify another person, you may wish to obtain that person's written consent (to you being given his/her information). That should be submitted to us with this application, along with their proof of identity (to the same standard as is required for yourself).

8. Section 3 – Helping us to find the information

In order to assist us with our searches, please try to specify the nature of the information that you are seeking and its possible location if known (eg who in SkyNet Worldwide Express was/might be dealing with the matter). Guidance from the Office of the Information Commissioner states;

“Data subjects frequently make open ended requests for access ('Give me a copy all the data you hold on me'). However the Act [Section 7(3)] specifies that a data controller is not obliged to comply with a request ... unless he is supplied with such information as he may reasonably require in order to locate the information which that person seeks. In most cases an open ended request will not satisfy this provision”.

9. Section 4– Declaration

Please sign and date the application. We are unable to accept applications that have not been signed by the person whose details are supplied in section 1, and will not process any application unless it has been signed and dated.

Warning – attempting to obtain personal data to which you are not entitled may be an offence under the Data Protection Act.

10. Your Checklist

This is a brief checklist to ensure that you have completed the form properly.

11. Submission

When you have completed the form, please send it together with your proof of identity to:

SkyNet House
18 -21 Pulborough Way
HOUNSLOW
MIDDLESEX
TW4 6DE
LONDON
UNITED KINGDOM