**SUBJECT ACCESS REQUEST FORM**

The following information is required to help us provide a timely and accurate response to your request.

|  |  |
| --- | --- |
| Surname |  |
| All forename(s) |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Date of birth |  |
| If you are or have been an employee at the Benbow Group ltd please provide dates of employment and your department: |
|  |
| Please describe the information you are interested in obtaining. Please provide as much detail as possible including dates to help us locate the information. |

**Declaration:** I am the data subject named above and hereby request, under General data protection regulation (EU) 2016/679, That the Benbow group Ltd provide me with a copy of the personal data held about me as specified above.

Signed …………………………………………………….………… Date ………………………

Please address this form to: Senior Management Team, The Benbow Group Ltd, Bradley Mill, Newton Abbot, Devon, TQ12 1NF. Or alternatively email to mail@benbowgroup.co.uk