



### 1. Data subject details

Please provide details and supporting documents to help us confirm your identify and verify this request.

<b>Forename(s):</b>			
<b>Surname:</b>			
<b>Other name(s) known by:</b>			
<b>Date of Birth:</b>	...../...../.....	<b>Gender</b>	
<b>National Insurance No:</b>			
<b>Current Address:</b>	.....		
	.....		
<b>Postcode:</b>	.....		
<b>Daytime Telephone No:</b>			
<b>Email Address:</b>			
<b>What is the nature the data subject's relationship with the James Fisher Group?</b>	<input type="checkbox"/> <b>Employee (current)</b>	<input type="checkbox"/> <b>Employee (former)</b>	
	<input type="checkbox"/> <b>Supplier</b>	<input type="checkbox"/> <b>Client</b>	
	<input type="checkbox"/> <b>Other .....</b>		

### 2. Description of data request

<b>What is the nature of your data request?</b>	<b>A. Access</b>	<input type="checkbox"/>
	<b>B. Correction</b>	<input type="checkbox"/>
	<b>C. Restriction</b>	<input type="checkbox"/>
	<b>D. Erasure</b>	<input type="checkbox"/>
	<b>E. Objection</b>	<input type="checkbox"/>
	<b>F. Portability</b>	<input type="checkbox"/>
	<b>G. Withdrawal of consent</b>	<input type="checkbox"/>



Please use this space to give us any details about the information you are requesting, e.g. by stating specific documents or timescales:


**3. Proof of data subject’s identity**

<b>Identity documents included with application:</b>  Photo ID (A or B) is mandatory plus C	<b>A. Copy of valid passport / identity card</b>	<input type="checkbox"/>
	<b>B. Photo Driving Licence</b>	<input type="checkbox"/>
	<b>C. Proof of address</b>	<input type="checkbox"/>

**4. Declaration of data subject**

I certify that the information given on this request form is true. I understand that it is necessary for you to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

**Signed** ..... **Print name** .....

**Dated** .....



## 5. Authorisation of data subject to respond to a representative acting on their behalf

If this request is being submitted by a representative on behalf of the data subject, their express consent must be obtained and provided. We may contact the data subject to verify this authority.

I hereby give my authority for the representative named in Section 6 of this form to make this Subject Request on my behalf under the Data Protection Act 2018 and the UK General Data Protection Regulation.

Name of data subject: .....	Date: ...../...../.....
Signature of data subject: .....	

## 6. Details of representative

Name of Representative:	
Nature of relationship to data subject:	
Position and Company Name:	
Address:	..... ..... .....
Postcode:	
Email Address:	
Telephone number:	

## 7. Submission of data request

Please submit this form, along with supporting identity documents indicated in section 2, via email to [dataquery@james-fisher.co.uk](mailto:dataquery@james-fisher.co.uk) or via the post to the Data Protection Officer, James Fisher and Sons plc, PO Box 4, Barrow in Furness, Cumbria LA14 1HR.

We will normally respond to your request within a period of one calendar month. This period begins only when the identity of the data subject has been confirmed and any relevant documentation received. If it is not possible to provide the data within this timescale we will notify you as soon as possible.