

Ask for copies of your data

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies of your data, but it's helpful for us to know what you're looking for so we can respond fully and promptly.

Please send your completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/>

1. Who's making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We do require two forms of ID (one of which must contain a photograph) to support a request. The timescale for responding to your request will start when we receive the request and ID.

Your name

Contact number

Email address

Postal address

Are you making this request on behalf of someone else?

- Yes**
- No (Please move to section three)**

2. Please provide details of the person you are making the request for.

If you're making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name of other person

Contact number

Email address

Postal address

Other contact information for the person you are making the request for

You also need to provide us with proof of your authority to act on their behalf. For example, this could be written authorisation from them, if they are over the age of 12.

In addition to this we will also require two forms of ID, one of which must contain a photograph. This will allow us to confirm your identity, and that you have parental responsibility for the minor the request is being made on behalf of.

Please send proof of authority and ID with this form when you make your request.

- Yes, I am including written authorisation and/or two forms of ID, one of which contains a photograph.
- No, I haven't got any proof of authority or ID yet, but will send it at a later date. I understand you can't action my request until you receive this information.

3. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you eg large font.

- Email** **Post** **Other (please specify)**

4. What personal data are you requesting?

If you know exactly what personal data you're looking for, it's helpful if you let us know.

For example, if you need a specific email, we could search for this using a particular word or phrase.

Briefly describe your request

5. Is there a date range of the personal data you're asking for?

It's helpful if you're as specific as possible about your request.

Date from

Date to

6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the data you're requesting, please include this here. For example, any aliases, date of birth, school name.

Thank you. We'll be in touch. If you'd like more information about how we use your data, have a look at our [Privacy Policy](#).

Please return your completed form, two forms of ID and if applicable, a written authority to act letter to enquiries@seaas.co.uk or to:

Data Protection Officer
PO BOX
Sidcup
Kent
DA15 0FF