



Roddas GDPR Subject Access Request Form

1. Your Name

(Please provide any other names under which you have been employed, for example a maiden name)

2. Your Status

Are you an employee, ex-employee or job applicant?

3. Where Located.

Company Location and employing department (if applicable)

4. When Employed

Relevant employment dates (as applicable)

(a) Commencement date

(b) Termination date

(c) Date of Job Application

(d) Date of job interview



5. Data Requested

Please specify precisely the personal data that you are requesting and give as much information as possible to enable the personal data to be located.

Including:

- (a) The specific documents or files you wish to see.
- (b) The names of any individuals or departments whom you believe may hold the personal data you have requested.
- (c) Any other information which will assist us in searching for the personal data you have requested

6. Address and Telephone Number

Address / number where we can contact you and to which you would like the personal data to be sent.

7. Email Address

An email address where we can contact you

By completing this form, I accept that I am making a request under the General Data Protection Regulations to receive a copy of specified personal data that the Company holds about me. By submitting this form, I confirm that I am the data subject named above and that the company can contact me if necessary if the company wishes to obtain further identifying information before agreeing to the request.

I acknowledge that the company may also need to contact me to obtain any further information that is required to enable the fulfilment of this request.

I understand that it may take up to 30 days from receipt of this form, or from receipt of any further information requested by the company which is required in order to enable request compliance

Signed