

# Request for access to personal information form



Under the Data Protection Act 1998, you have the right to request any personal information we may hold about you. This is known as a Subject Access Request. (A Subject is an individual who is the subject of personal data).

Please complete this form, in conjunction with the ID checklist form, and send back to:

**Post:** Data Protection Officer – Subject Access Request  
Associated British Ports  
Aldwych House  
71-91 Aldwych  
London  
WC2B 4HN

**Email:** [dataprotection@abports.co.uk](mailto:dataprotection@abports.co.uk) – please ensure you write 'Subject Access Request' in the subject field of the email to help us identify the request.

1.	<b>Applicant's full name</b>
2.	<b>Applicant's date of birth</b>
3.	<b>Applicant's current address</b>
4.	<b>Applicant's previous address (if applicable)</b>
5.	<b>Applicant's telephone number</b>  Home:   Mobile:

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6.	<p><b>Is the information requested about you?</b></p> <p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If <b>Yes</b>, please go to Question 8</p>
7.	<p><b>The Applicant (whose data is being requested) must give permission for the information to be released to their representative.</b></p> <p>I give permission for.....</p> <p>to request access to my personal information as described in Question 8 (below) of this form.</p> <p>Signature of Data Subject:</p> <p>Print name:</p> <p>Name of representative and address where information is to be sent:</p>
8.	<p><b>To help us search for the information you require please tell us about the information you require with as much detail as possible. For example, copies of personnel file between (date) and (date).</b></p>

9.	<b>I confirm that I am the Data Subject</b>  Signed:  Print name:  Date:  <i>If applicable, I enclose a photocopy of 2 of the following items as proof of identify (one to be a photographic copy).</i>  <i>Please tick on the ID checklist form which 2 forms of identify have been enclosed.</i>
10.	<b>I confirm that I am the representative</b>  Signed:  Print name:  Date:

We will make every effort to process your subject access request as quickly as possible within the \*40 calendar day time limit.

However if you have any queries whilst your request is being processed, please do not hesitate to contact the Data Protection Officer at [dataprotection@abports.co.uk](mailto:dataprotection@abports.co.uk).

*\*timescales are subject to change based on legislation.*