



## **Subject Access Request Form Portland Vets**

April 2024  
Version 1

You have the right to make a request to see if Portland Vets holds personal data about you. Please complete the form below and email it to [welcome@portlandvets.co.uk](mailto:welcome@portlandvets.co.uk) or post to:

The Data Protection Manager  
Portland Vets Head Office  
27 Portland Road  
East Grinstead  
West Sussex  
RH19 4EB

Our Data Protection Manager will acknowledge receipt of your request and be in touch to confirm your identity. To do this, you will need to provide a copy of a current passport or driving licence. We will process your request as quickly as possible within 30 calendar days.

If you wish to make a request on behalf of someone else, you will need to provide their written authorisation. Please contact our Data Protection Manager at [welcome@portlandvets.co.uk](mailto:welcome@portlandvets.co.uk) for advice on the best way to do this.

### **Data Subject Details**

This is you, the individual who wants to find out what data we hold on them.

- Surname:
- First name:
- Current address:
- Mobile telephone number:
- Home telephone number:
- Email address:
- Date of birth:

**Details of the data requested**

Please provide details of the data you are requesting and why you think we hold personal data on you, providing as much information as possible. For example, you may have registered as a client and used our services in the past to care for your pet.

**I confirm that I am the Data Subject**

Please confirm that the personal data you are requesting is about you.

Signature:

Print name:

Date:

