

Furniture Village Subject Access Request

By completing this form you are submitting a Subject Access Request to the DPO at Furniture Village. Once we have received your request we may be in touch to discuss next steps.

Section 1: Details of person requesting the information

Full name (and previous names known by if applicable)	
Address	
Post code	
Contact telephone number	
Email address	

Please tick the appropriate box:

Are you happy for us to contact you via telephone if we need to discuss this further?

Yes ☐ No ☐

Are you happy for us to contact you via email if we need to discuss this further?

Yes ☐ No ☐

Have you or do you work for Furniture Village?

Yes ☐ No ☐

Section 2: Are you the data subject?

Please tick the appropriate box and read the instruction which follow it:

- Yes** ☐ I am the data subject and enclose proof of my identify. **Please go to section 4.**
- No** ☐ I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subjects identify and my own identify.
Please go to Section 3.

Proof of identify

Please provide us with a photocopy (do not send the originals) of one of both of the following, which will be securely destroyed once your request is complete:

1. Proof of identify: passport or a photo driving licence.
2. Proof of address: utility bill, bank statement, credit card statement (no more than 3 months old) or current driving license.

We reserve the right to refuse your request if we are not satisfied you are who you claim to be.

Section 3: Details of the data subject (if different to section 1)

Full name (and previous names known by if applicable)	
Address	
Post code	
Contact telephone number	
Email address	

Please tick the appropriate box:

Are you happy for us to contact you via telephone if we need to discuss this further?

Yes ☐ **No** ☐

Section 4: What information are you seeking? (if different to section 1)

Please tick the appropriate box for the information that you are seeking:

Do you wish to unsubscribe from our marketing?

Yes ☐ No ☐

Do you want to know what personal data we hold on you?

Yes ☐ No ☐

Please describe below any additional information you are seeking:

Section 5: Declaration

Please note, any attempt to mislead may result in prosecution. If the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can progress your request. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for our decision.

I confirm that I have read and understand the terms of this subject access form and certify that the information given in this application to Furniture Village is true. I understand that it is necessary for Furniture Village to confirm my/the data subjects identify and it may be necessary to obtain more detailed information.

Signed

Date

This form should be posted to:
Data Protection Administrator
Furniture Village
Ladymead Retail Park
Guildford
Surrey
GU1 1AG

We recommend that you use Royal Mail Special Guaranteed Delivery to ensure proof of posting and delivery of your request.