

## Data Subject Access Request Form

(last modified 11<sup>th</sup> May 2018)

To request the personal data that Ingoe Oils may hold about you, we ask that you complete, sign and return this form to us. Details of where you can return it are in section 6.

### Section 1: Details about you (the person requesting the personal data)

First Name:		
Surname:		
Full Company Name:		
Correspondence Address:		
Please give details of any other known reference issued by Ingoe Oils (for example an account no.)		
Preferred method of contact (please add as appropriate):	Email:	
	Mobile:	
	Telephone:	
	Letter:	

### Section 2: Is the personal data that you are requesting about you? [tick as appropriate]

YES (now please complete Section 4, 5 and 6)	<input type="checkbox"/>	NO (if no complete Sections 3, 4, 5, and 6)	<input type="checkbox"/>
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**Section 3: I am requesting the personal data on behalf of someone else.**

If you are not the data subject then please complete the below:

First Name of the data subject:		
Surname of the data subject:		
Name of the data subject's employer (if data provided in course of employment):		
Full address of the data subject:	Postcode:	
Please give details of any other known reference issued by Ingoe Oils (for example an account no.)		
Contact details of data subject (please add as appropriate):	Email:	
	Mobile:	
	Telephone:	
	Letter:	
Please describe your relationship with the data subject that leads you to make this request for information on their behalf/ explain why you are making this information access request on their behalf:		
Please support your request with an appropriate letter of consent:		

**Section 4: The personal data you require**

Our search for personal data relating to the data subject will be based on the information provided below. To help you we have included a non-exhaustive list of common types of information we hold. Please feel free to specify your request using this section or alternatively expand on the information that you require using the space below.

Example

Area	Details	Timeframe
<i>Accounts and records (including bills, statements)</i>	<i>Please provide copy of Invoices sent to me.</i>	<i>All invoices raised between June 2016 and December 2018</i>

Area	Details	Timeframe
<i>Accounts and records (including bills, statements)</i>		
<i>Complaints handling</i>		
<i>Correspondence</i>		
<i>Contracts</i>		
<i>HR and employment records</i>		
<i>Marketing information</i>		



**Section 5: Declaration**

I confirm the information given on this application form is correct, and I am the person to whom it relates or an authorised representative acting on their behalf. I understand that it is necessary for Crown Oil Limited trading as Ingoe Oils to confirm my/the data subject's identity and it may be necessary for Crown Oil Limited trading as Ingoe Oils to obtain more detailed information in order to locate the personal data requested.

Print Name:	Signature:	Date:

**Section 6: Returning the form to us**

Once you have completed the form you can send it to us by email or by post using the details below. As soon as we receive your request we will record and acknowledge it within two business days and provide you with a reference number.

Upon validating your request, we may contact you to clarify your request and/or ask you to provide us with further information that we may reasonably need in order to locate the personal data requested.

**By Email:** [datamanager@ingoeoils.co.uk](mailto:datamanager@ingoeoils.co.uk)

**By Post:**

The Data Protection Manager  
Ingoe Oils  
The Oil Centre  
Bury New Road  
Heap Bridge  
Bury  
BL9 7HY