

GENERAL DATA PROTECTION REGULATIONS & PRIVACY POLICY

SUBJECT ACCESS REQUEST FORM

(a response will be provided within 30 days of the date of request)

NAME OF PERSON MAKING REQUEST:	
PROOF OF ID SEEN (not required for LHC employees)	DRIVING LICENCE/PASSPORT/PHOTO ID (delete as applicable)
ADDRESS:	
EMAIL:	
DATE OF REQUEST:	
NATURE OF REQUEST (please tick):	TICK BELOW
IS MY PERSONAL DATA BEING PROCESSED BY LHC AND WHY?	
PLEASE PROVIDE DETAILS OF MY PERSONAL DATA HELD BY LHC	
PLEASE DELETE MY PERSONAL DATA (where there is not a lawful basis/requirement for LHC to retain)	
UPDATE MY PERSONAL DETAILS AS THEY ARE INNACURATE OR INCOMPLETE (Provide updated details below)	

SUBJECT ACCESS RESPONSE FORM

RESPONSE PROVIDED BY:	
DATE OF RESPONSE:	
RESPONSE SENT BY:	EMAIL/POST (delete as applicable)
LHC RESPONSE	
IS MY DATA BEING PROCESSED BY LHC AND WHY? LHC RESPONSE:	
PLEASE PROVIDE DETAILS OF MY PERSONAL DATA HELD BY LHC LHC RESPONSE:	
PLEASE DELETE MY PERSONAL DATA (where there is not a lawful basis/requirement for LHC to retain) LHC RESPONSE:	
UPDATE MY PERSONAL DETAILS AS THEY ARE INNACURATE OR INCOMPLETE LHC RESPONSE:	