SOUTH DOC
out of hours family doctor service

DATA ACCESS REQUEST FORM C (Employees Current, Former, Retired) Article 15 of the General Data Protection Regulations GDPR 2018 provides a right of access to the Data Subject to obtain / receive all / whatever information the Data Controller holds on him / her.

Employee / Agent:

Address:

Employee Number:

Contact Phone Number / Mobile Number / Landline:

Details of the information sought:

Date of Birth :

Access Request supporting documentation attached to request. Please tick appropriate boxes if applicable.

☐ Birth Certificate

☐ Identification ID

☐ Proof of address

☐ Other supporting documentation

☐ Authority to allow Agent access Data on behalf of the Data subject

Guidelines / Support for completing Data Access Request Forms:

1. Data Access Requests can be made either electronically or manually.

2. It is important that all the relevant sections of the Data Access request forms are fully completed to enable requests to be handled as efficiently and expeditiously as possible. Failure to complete all relevant sections of the form will result in an invalid request.

3. Ensure the relevant and appropriate supporting documentation accompanies all Data Access requests. All requests must be supported by proof of address and ID for the Data subject.

4. All Agent requests on behalf of the Data Subject should follow the same format and be supported by the relevant documentation.

5. Transfers of Data outside of the EU must comply with Articles 45-50 of the GDPR Regulations 2018 and transfers should adhere to model contract rules.

6. Employee requests must contain PPS and Employee numbers. If information has been provided once we have complied with our GDPR obligations. SouthDoc as a Data Controller will only have to provide any additional Data which was not available at the date of the earlier Data Access request.

7. If there are any further queries pertaining to such access requests, please contact the Data Protection Officer at SouthDoc who will deal same.