

DATA PROTECTION – RIGHTS REQUEST FORM

Please return the completed form by email to: dp.officer@utilitywise.com

Or by post to: **Data Protection Officer, Utilitywise, 3 & 4 Utilitywise House, Cobalt Business Park, Cobalt Park Way, North Tyneside NE28 9EJ**

What happens with the information on this form?	
<p>The information on this form will help us make a decision about how to handle your request and ensure it is processed in accordance with the law. The information that you supply will be entered into an electronic filing system and will only be accessed by those that need it to progress your request. The information will be retained for a period of 3 years from, the closure of your request. Where necessary, we can retain this information for a period of 6 years to ensure compliance with any legal obligation.</p>	
Do I need to complete the form?	
<p>You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.</p>	
Section 1. Are you the Data Subject? (the person to whom the data relates) (Circle one)	
Yes	<p>If you are the Data Subject please complete Section 2 and to ensure we are dealing with the right person supply a photocopy of 2 forms of evidence that prove your identity and address, such as Driving Licence and Utility Bill. (Please now go to Section 5).</p>
No	<p>Are you acting on behalf of the Data Subject with their written authority? If so, a copy of that authority must be enclosed, such as the data subject written consent or power of attorney and a proof of the data subject's identity (Please complete Sections 2, 3 and 4 then go to Section 5).</p>
Section 2. Details of data subject (the person to whom the data relates)	
Name :	
Address:	
Post Code:	
Telephone Number:	
Email Address:	

3. Details of person requesting the information (if different to Section 2)

Name:	
Name of Organisation (if applicable):	
Address:	
Post Code:	
Telephone Number:	
Email Address:	

Section 4. Relationship to the Data Subject**Tick as appropriate**

Legal representative (include a copy of the data subject consent)	
Power of Attorney (include a copy of the document)	
Other (please specify and include a copy of the data subject consent)	

Section 5. Right you wish to Request

You are now required to identify the right you wish to exercise. Please be aware that not all rights are absolute rights so in accordance with the law there will be occasions whereby a refusal notice is issued or exemptions applied.

Your right to withdraw consent from processing is only applicable in circumstances where that is the basis we are using to process your personal information.

Right you wish to request	Tick the applicable one	Right you wish to request	Tick the applicable one
Right of access		Right to data portability (receive the data in a structured, commonly used and machine readable format)	
Right to rectification		Right to object, including right to object to processing for marketing purposes	
Right to erasure		Right not to be subject to a decision based solely on automated processing, including profiling	
Right to restriction		Right to withdraw consent to processing	

Description Box:

Please be as clear as possible in making your request, providing as much detail as you can to help us understand your request and locate the information your request relates to.

For example, it may be helpful if you can refer to the dates and locations of events or meetings, the names of people you have spoken to before, the location of the information if known (including whether CCTV images), the subject of any documents or emails, the names or authors of any messages or documents and any relevant time periods.

If you need to provide further information than the space allows, please attach additional information to the form.

If we require you to be more specific about the information we will come back to you.

Section 6. Declaration

I certify that the information given on this request form to Utilitywise PLC is true. I understand that it is necessary for Utilitywise PLC to confirm my/the Data Subject's identity and it may be necessary to obtain more detailed information in order to locate the correct information and progress the request.

Signature :		Date :	
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Your Checklist:

Is your contact information correct?	
If you're the data subject, have you enclosed 2 photocopies of identification which prove your identity and address?	
If you're acting on behalf of the data subject, have you enclosed the data subjects' written authority or power of attorney, and included proof of the data subjects' identity?	
Have you provided the necessary information to assist in identifying and finding the information and processing the request?	
Have you signed the form?	