

# Dee Communications Limited

## Subject Access Request Form (SAR)

### Important Information

Dee Communications Limited collects, holds and processes certain personal data about our Customers, Suppliers and Employees (“data subjects”). As a data subject, you have a legal right, under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and /or to object to our processing of it.

Under normal circumstances no fee is payable. However we reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on administrative costs that we incur in order to respond.

Please complete the required information on page 2 and return it to us by email at: [data-protection@deecommunications.co.uk](mailto:data-protection@deecommunications.co.uk) or post it to us at: Dutton Court, Dutton Green, Stanney Mill, Chester. CH2 4SA.

You are not required to use this form and you may if you prefer write to us using the same contact details listed above.

After receiving your Subject Access Request, we may contact you to request additional supporting information and /or proof of your identity. This helps us to safeguard your privacy and personal data.

We will respond to all Subject Access Requests within one month of receipt and we will aim to provide all the required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time but we will inform you accordingly.

If you are making a Subject Access Request on someone else’s behalf, please contact our Data Protection Officer at: [data-protection@deecommunications.co.uk](mailto:data-protection@deecommunications.co.uk) before making your request.

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## Subject Access Request Form (SAR)

### Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	

### Information Being Requested

Please provide specific details (including any relevant dates) of the information being requested and any additional information that may help us to locate your personal data and to confirm your identity.

By completing this form, you are making a Subject Access Request under the GDPR for personal data collected, processed and held about you by us that you are entitled to receive.

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### Declaration

By signing below, you confirm that you are the data subject named in this Subject Access Request Form. You warrant that you are the individual named and will fully indemnify Dee Communications Limited for all losses and expenses incurred if you are not. We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Company: (If Applicable)	
Signature:	
Date:	

