



# Townsend Harrison Limited

chartered accountants & business advisors

## Data Subject Access Request Form

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<p>You have the right to request for personal data we may hold about you. This is known as a Data Subject Access Request ("DSAR"). A data subject is an individual who is the subject of the personal data. If you wish to make a DSAR, please complete this form and return to us by post.</p>	
<p>Please use the following address:</p> <p><b>Data Protection Point of Contact</b> <b>Townsend Harrison Limited</b> <b>13 Yorkersgate, MALTON, North Yorkshire, YO17 7AA</b></p>	
<b>1. Data Subject's Full Name</b>	<b>2. Data Subject's Date of Birth</b>
<input type="text"/>	<input type="text"/>
<b>3. Data Subject's Current Address</b>	
<input type="text"/>	
<b>4. Data Subject's Telephone Number</b>	
Home Telephone No:	Mobile Telephone No:
<input type="text"/>	<input type="text"/>

**5. Details of data requested:**

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**6. To help us search for the information you require, please let us know the data you require with as much detail as possible (e.g. copies of emails between <date> and <date>). If we do not receive sufficient information to locate the data you require, we may be unable to comply with your request.**

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**7. I confirm that I am the Data Subject.**

Signature:	
Print Name:	
Date:	

I enclose a copy of my **ID** (Passport, photo drivers licence) and **address** (Photo drivers licence, council tax bill, utility bill) proof documents

We will make every effort to process your data subject access request as quickly as possible within 30 calendar days. However, if you have any queries whilst your request is being processed, please do not hesitate to contact us at this email address: [dataprotection@townsendharrison.co.uk](mailto:dataprotection@townsendharrison.co.uk) or telephone: 01653 693259