



DATA SUBJECT ACCESS REQUEST FORM

The personal data required by this form is necessary to enable Psychological Consultancy Limited ('PCL') to process your Data Subject Access Request. The information you supply will only be used for the purposes of identifying the personal data you are requesting and for responding to your request, in accordance with the UK General Data Protection Regulation ('GDPR').

1. Details of the person requesting the information	
Name:	
Former name (if applicable):	
Telephone number:	
Email:	

2. Are you the Data Subject? (check box that applies)

- I am the Data Subject and enclose evidence of my identity.
- I am not the Data Subject but am acting on the Data Subject's behalf as his/her personal representative. I have written authority, which I enclose, along with evidence of my identity.

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the UK GDPR. For example, if you have taken a psychometric assessment on behalf of one of our clients that was setup by PCL then please provide a copy of the psychometric report you received, or ID or Access code that can be used to identify you along with proof of name, this could be a utility bill. Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (do not send the originals).

3. Identify what right(s) you are pursuing

in the space provided below, describe the specific information/action you are requesting.

Please provide as much detail as possible, such as relevant dates, psychometric reports/IDs, etc. For further information regarding the rights of individuals in relation to their personal data, please see our [Privacy Policy](#) Regarding the Processing of Personal Data Pursuant to the UK GDPR:

A. The right of access

B. The right to rectification

C. The right to erasure

D. The right to restrict processing

E. The right to data portability

F. The right to object

Please note that if you are making a Data Subject Access Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. Please further note that information covered by a legal professional privilege or obligation cannot be disclosed.

In most circumstances, PCL will provide you with a copy of the information requested free of charge. However, PCL may be permitted to charge a reasonable fee if a Data Subject Access Request is repetitive or manifestly unfounded or excessive. PCL also may charge a reasonable fee to comply with Data Subject Access Requests for further copies of the same information. The fee will be based on the administrative cost of providing the information.

4. Previous Data Subject Access Requests (if applicable)

Please note – This section only applies if PCL has made a previous Data Subject Access Request disclosure for you.

Date of previous request	
Reference number of previous request	
Name previous request was made under	

5. What happens next?

If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Access Request and start processing your records.

If your request is valid but we are unable to identify you, we will advise you of this and request additional information.

Once PCL has all the required information, your request should be completed within one month. However, if your request is complex, we will take an extension to a maximum of three months and inform you within one month of your request. We also will inform you of the reasons for the delay.

If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.

Supplementing this application

If after you have received the information, you have requested you believe that:

- the information is inaccurate or incomplete; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware or to which you object; or
- we may have passed inaccurate information about you to someone else;

You should notify us by email info@psychological-consultancy.com or post to:

Psychological Consultancy Limited
8 Mount Ephraim
Tunbridge Wells

TN4 8AS