

Notice: To help us give a quick and accurate response to your enquiry, please complete the Information below and return the form by post or email to our Data Protection Officer (DPO).

DPO Email:	DPO@Crayon.com
DPO Postal Address:	Crayon DPO, Landsvägen 50A, 17263 Sundbyberg, Stockholm, Sweden

Section 1 Details of the Data Subject and the Applicant

Details of the Data Subject:	
Surname/Family Name:	[INSERT: Surname/Family Name]
Date of Birth:	[INSERT: Day/Month/Year]
Email Address:	[INSERT: e.g. john.doe@companyx.com]
Telephone Number:	[INSERT: +xx xxx xx xxx]
Address:	[INSERT: Street, Postcode, City, Country]
Has the Data Subject ever been an Employee of Crayon Group?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Details of the Person Requesting the Information (if not the Data Subject):	
Surname/Family Name:	[INSERT: Surname/Family Name]
Date of Birth:	[INSERT: Day/Month/Year]
Email Address:	[INSERT: e.g. john.doe@companyx.com]
Telephone Number:	[INSERT: +xx xxx xx xxx]
Address:	[INSERT: Street, Postcode, City, Country]
Please state your relationship with the Data Subject:	
->	[INSERT: e.g. Parent, Legal Guardian, or Legal Representative]

Section 2 Proof of Identity and Address

Notice: To ensure we are releasing data to the right person we require you to provide us with Proof of your Identity and of your Address. Please supply us with a photocopy or scanned image (do not send the originals) and tick the appropriate box:

<input type="checkbox"/> Yes:	I am the Data Subject. I enclosed proof of my Identity and Address.
<input type="checkbox"/> No:	I am acting on behalf of the data subject. I have enclosed the Data Subject's written authority and proof of the Data Subject's Identity, my own Identity and Address.
Proof of Identity may include:	Birth certificate, driving license, passport, medical card, bank statement, utility bill or rent agreement with name and date of birth.
Proof of Address may include:	Utility bill, bank statement, credit card statement (no more than 3 months old); current driving license; current TV license; or, local authority tax bill with name, current address and signature.

Section 3 Information Required

Please select the nature of your Data Request:

<input type="checkbox"/> Access	<input type="checkbox"/> Rectification	<input type="checkbox"/> Erasure
<input type="checkbox"/> Restrict Processing	<input type="checkbox"/> Objection	<input type="checkbox"/> Data Portability
<input type="checkbox"/> Automated Decision Making		

Please describe your data request, and any further information which will enable us to locate your Personal Data:

-> [INSERT: Description of your Data Request]

Section 4 Delivery Method

Notice: You can only provide one email address. We will use it to contact you regarding your application and to send you your disclosure. It is also the responsibility of the applicant to ensure that the email address submitted is accurate.

How you would like your Subject Access disclosure to be delivered (Please select one option):

<input type="checkbox"/> Email	[INSERT: e.g. john.doe@companyx.com]
Or	
<input type="checkbox"/> Postal Address	[INSERT: Street, Postcode, City, Country]

Section 5 Declaration

Notice: Please note that any attempt to mislead may result in prosecution.

<input type="checkbox"/> Yes:	I confirm that I have read and understood the terms of this Subject Access form and certify that the information given in this application to Crayon is true. I understand that it is necessary for Crayon to confirm my / the Data Subject's Identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.
Signature:	
Date:	[INSERT: Day/Month/Year]

Documents which must accompany this application (Please tick the appropriate box):

<input type="checkbox"/> Evidence of your identity	<input type="checkbox"/> Evidence of the Data Subject's identity (if different)
<input type="checkbox"/> Authorisation from the Data Subject to act on their behalf (if applicable)	