



New Galloway Community Enterprises Ltd

Data Access Request Form

Article 15 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grants you the right to access your personal data held by New Galloway Community Enterprises Ltd, including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

Please submit this request by emailing the Chair of NGCE Ltd at ngce5000@gmail.com or by writing to The Chair, NGCE, c/o New Galloway Community Shop, New Galloway, DG7 3RN.

We expect to respond to your request within one month of receipt of a fully completed form and proof of identity.

In addition to exercising your access right, the GDPR also grants you the right to:

- Request correction or erasure of your personal data.
- Restrict or object to certain types of data processing.
- Make a complaint with the local data protection authority.

1. Name and Contact Information

We will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

| | |
|--|--|
| First and last name: | |
| Membership number (if applicable and if known) | |

| | |
|--------------------------|--|
| Home address: | |
| Telephone number: | |
| Email address: | |

2. Proof of Identity

We require proof of your identity before we can respond to your access request. To help us establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. We accept a photocopy or a scanned image of one of the following as proof of identity: passport or photo identification such as a driver's license, national identification number card, or birth or adoption certificate. If you have changed your name, please provide the relevant documents evidencing the change.

We may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

3. Information Requested

To help us process your request quickly and efficiently, please provide as much detail as possible about the personal data you are requesting access to. Please include time frames, dates, names to help us locate your personal data.

For example, you may specify that you are seeking:

- Information pertaining to your Shareholding or employment or dealings with NGCE.
- E-mail or other electronic communications (specify the approximate dates and times).
- Correspondence between yourself and an NGCE Board member or employee between specific dates.

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request "all information about me"). We will begin processing your access request as soon as we have verified your identity and have all of the information we need to locate your personal data.



In response to your request, we will provide you with the information required by Article 15 of the GDPR, including information on your right to:

- request correction or erasure of your personal data;
- restrict or object to certain types of processing with respect to your personal data; and
- make a complaint with the local data protection authority.

Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

4. Signature and Acknowledgment

I, _____, confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that New Galloway Community Enterprises Ltd must confirm proof of identity and may need to contact me again for further information and that my request will not be valid until NGCE Ltd receives all of the required information to process the request.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

Hard copy Electronic copy

Signature

Date

NGCE Ltd