

## REQUEST FOR ACCESS TO RECORD OF A PRIVATE BODY

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016

### Article 15

*The Data Subject shall have the right to obtain from the Controller, confirmation as to whether or not Personal Data concerning him or her are being processed, and, where that is the case, access to the Personal Data*

### A. Particulars of the Controller from whom you are requesting access

Cotek Papers Ltd  
Draycott  
Moreton-in-Marsh  
GL56 9JU  
United Kingdom  
Telephone: 44 1386700488  
Fax:  
dataprotection@cotek.co.uk

### B. Particulars of the person making the request

Names and surname

Form of identity

Identity number

Postal address

Telephone number

Fax number

Email address

If you are applying on behalf of someone, reasons why the person is unable to personally make the request also complete C. below

### C. Particulars of the person on whose behalf the request is made

*This section must be completed ONLY if a request is being made on behalf of another person.*

Names and surname

Form of identity

Identity number

## D. Particulars of the record being requested

*Provide full particulars of the record to which access is requested, including any reference number if that is known to you, to enable the record to be located. Examples include your personnel file, emails between 'A' and 'B' (between certain dates), your medical records held by your doctor, CCTV camera images, copies of statements, your exam results, educational records.*

Description of the record

Reference number

## E. Our response to your request

*How would you prefer our response and any information to be presented to you?*

Orally

In writing

Via email

Other

## F. Details of the right/s you wish to exercise

*Individuals have the right to request access to information about them that we hold. They also have the right to object to processing of personal data that is likely to cause, or is causing, damage or distress, the right to prevent processing for the purpose of direct marketing, the right to object to decisions being taken by automated means and, in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed. They also have the right to lodge a complaint with a Supervisory Authority.*

Provide details of your personal data which might be incomplete, inaccurate or outdated, which you wish for us to rectify

Provide details of your personal data you may wish for us to erase, e.g. where we no longer have a purpose to use the data; where you want to withdraw any consent previously given to us to use it; where our usage may be unlawful or where the data belongs to a child who makes use of our online services

Provide details of your personal data you wish for us to stop processing e.g. while we may be

verifying the accuracy of your data; where you might oppose the erasure of data being processed unlawfully; where we no longer use the data but you may need for us to keep the data for legal purposes or where you might have objected to processing, but we may be challenging on legitimate grounds

Provide details of your personal data you may wish for us to give to you or any other organisation. This can only be your personal data which we process on computers and where you have given us your consent to process that data

Provide details of objections you might wish to raise e.g. in respect of any direct marketing to yourself, any machine based (computerised) decision we might be making (e.g. credit scoring, e-recruiting), or any profiling we might be doing around matters such as your personal preferences, work performance, economic situation, health, behaviour, location or movements

## G. Fees

*Depending on the type of request and the number of records requested, we may charge certain fees to service the request. Please contact us directly should you have any query with regards to fees. Where requests from a Data Subject are manifestly unfounded or excessive, in particular because of their repetitive character, the Controller may either charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or refuse to act on the request. The Controller shall bear the burden of demonstrating the manifestly unfounded or excessive character of the request.*

Signed at \_\_\_\_\_

This day \_\_\_\_\_, month \_\_\_\_\_, year \_\_\_\_\_

Signature of the Requester \_\_\_\_\_

Email this form to [dataprotection@cotek.co.uk](mailto:dataprotection@cotek.co.uk)