

**Subject Access Request Form**

The Data Protection Act 1998 and the General Data Protection Regulations (GDPR) gives you rights to access personal information that Newport Live holds on you. The following form requests specific information to enable Newport Live to process and respond appropriately.

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| --- | --- | --- | --- | --- | --- | --- |
| **Your name:**  | **Surname** |  | **Forename:**  |  | **Title:**  |  |

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| --- | --- | --- | --- |
| **Your address** |  | **Telephone number**  |  |
|  | **Email address** |  |

**What information are you requesting? (Please provide as much detail as possible as this will assist us in responding to your request)**

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**What is the purpose of your request? (You do not have to provide this information but, by understanding this, we may be able to more fully respond to your request).**

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**How would you like us to communicate our reply to you? Please tick one box**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **By letter**  |  | **By Email**  |  | **Other** **(please describe)**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**  |  | **Date** |  |

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| **You should return this form to: Or email to:****Newport Live - Subject Access Request** **enquiries@newportlive.co.uk****Regional Pool and Tennis Centre****Newport International Sports Village****Spytty Boulevard****Newport****NP19 4RA** |
| The information which you provide (on this form or through Newport Live website) will be processed by Newport Live (which is the ‘data controller’ for purposes of the Data Protection Act 1998 and GDPR) in order to process your application and respond to you. This may include Newport Live staff contacting you to clarify your request or assist you in making a request under the Act. Newport Live will not disclose the personal information which you provide to any outside person or organisation except where required to do so by law or with your consent.  |