

EMPLOYEE PERSONAL DATA REQUEST (FORM)

Document Control

Reference: GDPR REC 4.2

Request Ref No:

Issue Date:

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RED FUNNEL

Please complete this form to request confirmation of the personal data we hold on our systems for yourself/ someone your representing and print or use capitals in black or blue ink, to ensure clearly readable.

1. DETAILS OF YOURSELF/ THE PERSON YOU'RE REPRESENTING/ COMPANY (CONTRACTOR):

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First Name(s)					
Home/ Company Address					
Company Name					
Telephone number:					
Home					
Work					
Personal/ Work Mobile					
Personal/ Work Email Address					
Date of Birth					

1.1 DETAILS TO CONFIRM YOUR IDENTITY

Employee No.					
In place of the above details, please provide the following:	Date Last Worked - Most Recent Job Title - Place of Work - Most Recent Line Manager/ Team - Vehicle Registration Number -				
To guard against our unauthorised disclosure of your personal data and to prevent fraud, we require 1 photocopied or scanned document (current and valid) from each list (A & B) below.					
A) Proof of Identity	Passport (Full) <input type="checkbox"/>	Driving Licence (UK photo-card) <input type="checkbox"/>			
	Birth Certificate <input type="checkbox"/>				
B) Proof of Address	Utility Bill <input type="checkbox"/>	Council Tax Bill <input type="checkbox"/>			
	Bank/ Building Society Statement <input type="checkbox"/>				
Post photocopies to	Red Funnel Group, 12 Bugle Street, Southampton, Hampshire. SO14 2JY and mark FAO [Data Protection Officer]				
Email documents to	gdpr@redfunnel.co.uk and mark FAO [Data Protection Officer]				

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1.2 DETAILS OF PERSONAL DATA REQUESTED:

Recruitment <input type="checkbox"/>	Training Records <input type="checkbox"/>	Sickness Records <input type="checkbox"/>	
Car Parking <input type="checkbox"/>	Pension <input type="checkbox"/>	Health Insurance <input type="checkbox"/>	Life Assurance <input type="checkbox"/>
Health & Safety Data <input type="checkbox"/>		Payroll Data <input type="checkbox"/>	Timesheets <input type="checkbox"/>
Rostering Data <input type="checkbox"/>		Crew lists <input type="checkbox"/>	
Other Data <input type="checkbox"/>	(Please state) _____		
ALL Data (Personnel File) <input type="checkbox"/>			

1.3 DETAILS OF REPRESENTATIVE:

If you are acting on behalf of someone, please state your relationship to them.	Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Solicitor <input type="checkbox"/> Other <input type="checkbox"/> Please state: _____				
To prove that you are legally authorised to obtain this information, we require a photocopied or scanned document (current and valid) from the list below.					
Proof of Legal Authority	Letter of Authority <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Child's Birth Certificate <input type="checkbox"/> Letter of Parental Responsibility <input type="checkbox"/> Other <input type="checkbox"/> Please state: _____				
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First Name(s)					
Home Address					
Telephone Number:					
Home					
Work					
Mobile					
Email Address					

2. DECLARATION

I, (Full Name) _____, request that Red Funnel Group provide me with the personal data for the individual/ company identified in (1) above, in accordance with the EU's General Data Protection Regulation (GDPR, 2016/679).

Signature: _____ Date: _____

Once completed, please send this form to us at Red Funnel Group at: 12 Bugle Street, Southampton, Hampshire. SO14 2JY and mark FAO [Data Protection Officer]

We will write to you as soon as we have been able to verify your identity from the details you have provided.

Thank you.