



## Access Request Form

You have a right to access personal information that we hold about you. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible. Please use all the phone and email details you have engaged with us on so that we can locate all the information.

### Part 1 – About Yourself

**SURNAME:**

**FIRST NAME(S):**

**ALTERNATIVE NAMES:**

**BILLING ADDRESS:**  
(including postcode)

If you have not ordered from Tiger but have interacted with the company in another way (such as a brochure request) please use the above box for your address details)

**DELIVERY ADDRESS:**  
(if different to the above)

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**OTHER:**



## Part 2 - Locating Your Personal Information

If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in the box named Additional Information.

**SUBJECT DETAILS:**

**DATES OF CONTACT:**  
(approximately)

**ADDITIONAL  
INFORMATION:**  
(eg. order numbers,  
issue reference numbers  
etc.)

You may continue on plain sheets if necessary.



## Part 3 – Confirming Your Identity

In line with Article 12(6) of the GDPR, we may require additional information to enable identification.

Should we need to do so, please provide proof of postal address and identification. For identity purposes please send a copy of **one** of the following documents listed below. Hard copies of documents will be returned once the search is completed.

- Photocopy of passport
- Photocopy of Driver's License

Proof of postal address can include:

- Original of electricity bill
- Original of gas bill
- Original council tax bill
- Original of any other bill in your full name
- Bills should not be more than six months old

## Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, ..... certify that the information provided on this application to Tiger Sheds is true. I understand that it may be necessary for the company to confirm the data subject's identity and that it may also be necessary for the company to request more details from me in order to be able to locate the correct information.

Signature: ..... Date: .....

Please return the completed form to:

**Data Protection Officer**

Calverley Lane

Rodley

Leeds

West Yorkshire

LS13 1NP

Or email your completed form to: **[data@tigersheds.com](mailto:data@tigersheds.com)**

