

CUSTOMER PERSONAL DATA REQUEST (FORM)

Document Control

Reference: GDPR REC 4.2

Request Ref No:

Issue Date:

Page: 1 of 2



RED FUNNEL

Please complete this form to request confirmation of the personal data we hold on our systems for yourself/ someone you're 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 (CUSTOMER/ SUPPLIER):

| | | | | | |
|-------------------------------------|-----------------------------|------------------------------|-------------------------------|-----------------------------|---------------------------------|
| 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

| | |
|--|--|
| Have you been employed by Red Funnel? | Yes <input type="checkbox"/> Employee No. - No <input type="checkbox"/> |
| Customer Account No. | |
| Booking Reference No. | |
| In place of the above details, please provide the following: | Date Last Travelled - Length of Trip - Foot Passenger <input type="checkbox"/> Vehicle Passenger <input type="checkbox"/> 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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Page: 2 of 2



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1.2 DETAILS OF PERSONAL DATA REQUESTED:

| | | | | | |
|---|---|--|--|--|--|
| Marketing <input type="checkbox"/> | Catering <input type="checkbox"/> | | | | |
| Financial <input type="checkbox"/> | Administrative <input type="checkbox"/> | Health & Safety <input type="checkbox"/> | IT <input type="checkbox"/> | | |
| Sales/ Booking <input type="checkbox"/> | HR <input type="checkbox"/> | Procurement <input type="checkbox"/> | Customer Services <input type="checkbox"/> | | |
| Corporate <input type="checkbox"/> | Other Data <input type="checkbox"/> | Please state: _____ | ALL Data <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.