

**DATA SUBJECT REQUEST FORM FOR JURISTIC PERSON****1. SCHEDULE**1.1 

1.2 Details of the Data Subject:

**2. REQUEST**

- 2.1 The Organisation set out in item 1.1 of the Schedule (“**Organisation**”) may hold or process personal information of the Data Subject.
- 2.2. The data subject set out in item 1.2 of the Schedule (“**Data Subject**”) requests the following information:
- 2.2.1. whether the Organisation processes any of its personal information; and
- 2.2.2. a copy of the record of such personal information, should clause 2.2.1 be answered in the affirmative.

**3. PROCESS AND EXCLUSIONS**

- 3.1. This written request must be sent to the information officer of the Organisation.
- 3.2. Together with this request a certified copy of the Data Subject’s:
- 3.2.1. CIPC documents;
- 3.2.2. FICA documents for the Organisation (including proof of business premises); and
- 3.2.3. Directors details and copies of all director’s identity documents or passports, is required
- 3.3. Once the written request and supporting documentation has been received and verified, the information officer will then be authorised to release the information set out in clause 2.2.1 and 2.2.2.
- 3.4. The Organisation will not proceed with the request or release information should there be good reason, including any legal exclusion; or complying with the request would infringe upon or interfere with the privacy of others; or would result in a breach of confidentiality by the Organisation.
- 3.5. Should clause 3.4 be applicable, the Organisation will provide the Data Subject with written reasons.

**4. SIGNATURE**\_\_\_\_\_  
Full name\_\_\_\_\_  
Date\_\_\_\_\_  
Signature