



110% Ltd

DATA SUBJECT ACCESS REQUEST (DSAR) FORM

PERSONAL DETAILS

Full name

**Client reference number or
Payroll number**

Email address

Telephone number

Address

PAYMENT

The fee for a Data Subject Access Request is £10. Please mark the box on the left below.

<input type="checkbox"/>	Attach a cheque or postal order to this form payable to "110% Ltd".
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PERSONAL DATA REQUESTED

Please describe in detail the information that you wish to obtain, and if known the group's filing systems which need to be searched along with the relevant departments.

If you are or were a client, state the contract you supported through, and the dates(s) of support. If you are a member of staff, please state the relevant job title(s).

To complete your request

- **Post the form and fee to:
Information Governance and Records Manager, 110% Ltd, Plexal Innovation Hub, Here East, 14 East Bay Lane, Queen Elizabeth Olympic Park, Stratford, London E15 2GW.**
- **Ensure you have followed the payment instructions**
- **Mark the envelope "Data Subject Access Request: CONFIDENTIAL"**

Under the Data Protection Act (1998) you are entitled to a response within 40 days from 110% Ltd from the date the following have been received: the completed form, the payment and where applicable any other information necessary to help us locate your personal data.

The information provided on this form will be kept by 110% Ltd in accordance with its [Data Retention and Archiving Policy](#).