



Subject Access Request – Guidance Notes

Your subject access rights

Subject to certain exemptions, you have a right to be told whether the Port of Milford Haven holds any information about you (your 'personal data') and a right to be provided with a copy of that personal data within a one month period.

If you wish to exercise those rights please read these Guidance Notes before completing the attached Subject Access Request Form.

Under the General Data Protection Regulation 2018 the Port may, in certain circumstances, decide not to provide you with some personal data. For example, we will not provide personal data if we feel releasing it to you would be likely to prejudice policing purposes, and we may not provide you with information that identifies other individuals. In this case we will notify you and clearly state the reasons.

Completing the form:

Section 1. Your details

Please provide your current contact details. If you have been known by another name (such as your maiden name) or lived at another address while you have been in contact with the Port please provide these to us. This information will help us make sure we find and provide you with all the personal data you are requesting.

Section 2. Personal data requested

So we can provide you with your personal data as quickly as possible it is important that you provide us with as much detail as you can about the information you are requesting. Please state the reason you were in contact with the Port, the names of any Port employees you dealt with and any reference numbers you were given.

Section 3. Additional information required

The Port of Milford Haven is committed to keeping your personal data secure. We need to see evidence of your identity (including name and address) to make sure your personal data is only sent to you at your current address unless you give us written permission to send it elsewhere. You can provide copies of documents as evidence if you post or email your form but we reserve the right to ask to see the original documents if we think it is necessary. If you post or email copies of your documents to us these copies will be securely destroyed once we have verified your identity unless you would like to receive them back, in which case you should enclose a stamped addressed envelope. If you hand-deliver your form, your identity can be verified there and then so you can take your originals away with you.

**Section 4. Declaration of data subject**

You should complete this section if you are requesting your own personal data. Your signature must match the one provided with your identification documents. If you are giving a representative permission to act on your behalf and would like us to correspond with them, including sending your personal data to them, please do not complete this section. Go straight to section 5.

Section 5. Declaration of data subject for representative to act on their behalf

Only complete this section if you are the data subject named in section 1 and you want to give us permission to deal with your representative who is acting on your behalf. If you complete this section we will correspond with the person or organisation acting as your representative instead of you. This may include discussing your personal data with them. It also means we will send copies of your personal data to them instead of sending them to you.

Once you have completed the form please mark it for the attention of the Data Protection Officer and send it along with your identification to:

Port of Milford Haven
Gorsewood Drive
Hakin
Milford Haven
Pembrokeshire
SA73 3EP

Email: enquiries@mhpa.co.uk

Once we have received your form, verified your identity and obtained all the information we reasonably require to locate your personal data we have one month to respond.



Subject Access Request Form

Pursuant to General Data Protection Regulation 2018.

Please refer to the Subject Access Request – Guidance Notes before completing this form.

If you are requesting your own personal data please complete sections 1 – 4 only. If you are giving permission for a representative to access your personal data on your behalf please complete all sections except section 4.

Section 1. Your details

Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/> (please state)
First Name(s):					
Surname:					
Maiden/Other Name(s):					
Address: (include postcode)					
Date of Birth: (dd/mm/yyyy)		Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Place of Birth:		Nationality:			
Telephone:		Mobile:			
Previous Address(es): <small>(If you have lived at the above address for less than 2 years please give your previous address(es). Continue on a separate sheet if necessary)</small>					

Section 2. Personal data requested

Please provide as much detail as you can about the personal data you are requesting to help us locate it quickly (continue on a separate sheet if necessary):

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Section 3. Additional information required

To fulfil the request, we need to identify you for this reason we require:

- two different official documents to help us establish your identity, one from List A and one from List B below. Please indicate which ones you are supplying (you can send copies of these which will be securely destroyed once we have verified your identity; however, we reserve the right to ask for original documents);
- there is no fee to request information however, where the request is considered to be manifestly unfounded or excessive we may charge a “reasonable fee” for the administrative costs of complying with the request.

List A	List B
Passport/Travel Document <input type="checkbox"/>	Utility Bill showing current home address <input type="checkbox"/>
Photo Driving Licence <input type="checkbox"/>	Bank Statement or Building Society Book <input type="checkbox"/>
National Identity Card <input type="checkbox"/>	

Section 4. Declaration of data subject

I confirm I am the data subject named in section 1, the information I have supplied in this request is correct and I am requesting access to my own personal information. I understand the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand it may be used for statistical and monitoring purposes.

Signed:		Date:	
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Section 5. Declaration of data subject for representative to act on their behalf

I confirm that I am the data subject named in section 1. I give permission for the person or organisation named below to act on my behalf in relation to my Subject Access Request. I have enclosed the evidence of my identity referred to in section 3 and confirm that I want my personal data to be sent to my representative at the address below. I understand the information I have supplied will be used to confirm my identity and help locate the information I have requested. I also understand it may be used for statistical and monitoring purposes.

Signed:		Date:	
Name of Person or Organisation:			
Relationship to Data Subject:			
Address: (include postcode)			
Telephone:			



Please mark your completed form for the attention of the Data Protection Officer and send it along with your identification to:

Port of Milford Haven
Gorsewood Drive
Hakin
Milford Haven
Pembrokeshire
SA73 3EP

Email: enquiries@mhpa.co.uk

Port of Milford Haven use only:

Check that the form has been completed and is legible and you are satisfied with the data subject's identity. Then complete below accordingly.

Form received by:		Date received:	
Form checked and legible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Identification checked?
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
Identity documents	Date copies destroyed:		
	Date originals returned:		
Signed:		Date:	

One month from the date form was accepted:	
Form referred to:	Date:
Response completed and sent on:	