

### Important Information

Dawson Cornwell Solicitors collects, holds, and processes certain personal data about our customers (“data subjects”). As a data subject, you have a legal right, under the UK General Data Protection Regulation (“UK GDPR”) to find out about our use of your personal data as follows:

- Confirmation that your personal data is being processed by us;
- Access to your personal data;
- How we use your personal data and why;
- Details of any sharing or transfers of your personal data;
- How long we hold your personal data;
- Details of your rights under the GDPR including, but not limited to, your rights to withdraw your consent to our use of your personal data at any time and/or to object to our processing of it.

**No fee is payable under normal circumstances.** We reserve the right to charge a reasonable fee for requests that are manifestly unfounded, excessive, or repetitive. Such charges will be based only on the administrative cost that we will incur in order to respond.

**Please complete the required information overleaf** and return it to us by email **or** by post addressed to:

Mr Russell Bywater (Data Protection Officer)

Dawson Cornwell Solicitors, 11 Staple Inn, London, WC1V 7QH

E-Mail- [gdpr@dawsoncornwell.com](mailto:gdpr@dawsoncornwell.com)

You do not have to use this form and may instead write to us using the same contact details.

Together with your Subject Access Request form you will need to provide us with two forms of identification. This helps us to safeguard your privacy and personal data.

**We will respond to all subject access requests within one month of receipt** and will aim to provide all required information to you within the same period. If we require more information from you, or if your request is unusually complicated, we may require more time and will inform you accordingly.

**If you are making a subject access request on someone else’s behalf**, please contact Mr Russell Bywater at the above address **before** making your request.

### Your Details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone Number:	
Email Address:	
Proof of Identity <i>Please provide the following 2 items</i>	
Proof of address dated within last 3 months	<i>Please list the item you have provided</i>
Passport / Driving Licence	<i>Please list the item you have provided</i>

**Information Being Requested**

Please provide specific details (along with any relevant dates) of the information being requested and any additional information that may help us to collate your personal data and to confirm your identity.

Declaration

By signing below, **you confirm that you are the data subject named in this Subject Access Request Form.**  
We cannot accept requests in respect of your personal data from anyone else, including members of your family.

Name:	
Signature:	
Date:	