

Data Subject Access Request Form

At any point while we are in possession of, or processing your personal data, you can request a copy of the information that we hold about you.

This form is provided to make it easier for you to make the request.



Rev. 2021.02.12

Section 1 - Subject Details

Title Mr Mrs Miss Ms Other, specify:

Surname

First Name(s)

Address

Postcode

Country

Phone number (+country/area codes)

We may need to contact you to verify your identity and your entitlement to request the data.

Section 2 - Details of Data Requested

Please state the details of the data you are requesting:

Are you acting on behalf of the data subject with their written or other legal authority? Yes* No

* If 'Yes', please complete your details in Section 3 below.

Section 3 - Details of Person Acting on Behalf of the Data

**Please enclose proof that you are legally authorised to obtain this information.
(letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney.)**

State your relationship with the data subject (e.g. parent, legal guardian or solicitor)

Title Mr Mrs Miss Ms Other, specify:

Surname

First Name(s)

Address

Postcode

Country

Phone number (+country/area codes)

Email Address

Section 4 - Data transmission

Please specify how you want us to send the data i.e. email, post etc.

Section 5 - Signature

Please sign and date this request.

Signature: _____

Date: _____

When completed, please return by post or email:

Data Protection Officer,
eCOMM Merchant Solutions,
2 Bedford Place,
Navan,
Co. Meath,
C15 VRF3,
Ireland

Email: dpo@ecomm365.com