



Cambridge Science Centre

Ask for copies of your data.

You have the right to ask for copies of your personal data we store and use. This is your right of access, also known as making a subject access request or SAR. We'll normally respond at the latest within one calendar month of receiving your request. There may be times where we need longer, or we may need to charge a reasonable fee for admin costs. We'll let you know if this is the case.

You don't have to use this form to ask for copies for your data, but it's helpful for us to know what you are looking for so we can respond fully and promptly.

Please send our completed form to us using the contact details at the bottom of the page.

You can read more about your right of access by visiting: <https://ico.org/your-data-matters/your-right-to-get-copies-of-your-data>

1. Who is making this request?

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it is reasonable and proportionate. The timescale for responding to your request will start when we receive this.

Your name:

Your address:

Contact number:

Email address:

Are you making this request on behalf of someone else?

Yes (complete section two)

No (Please move to section three)

2. Request on behalf of someone else

If you are making the request on behalf of someone else, we need to know who they are and their contact details in case we need to get in touch.

Name:

Address:

Contact number:

Email address:

You also need to give us proof of your authority to act on their behalf. For example, this could be by written authorisation from them or a relevant power of attorney.



Please send proof of authority together with this form when you make your request.

Yes, I have got proof of my authority to act on someone else's behalf and I'll include it with my form (move to section 4)

No, I have not got any proof of authority yet, but will send it at a later date. I understand you can't action my request until you receive this information.

3. How would you like us to respond to you?

We'll try and respond to you in the way that suits you. Please let us know if you need us to make any adjustments for you, e.g. large font.

by email

by phone

Other, please specify.

4. What personal data are you requesting?

If you know exactly what personal data you are looking for, it's helpful if you let us know.

For example, if you need a specific email, we could search for this using a particular word or phrase.

Briefly describe your request

5. Is there a data range of the personal data you're asking for?

It's helpful if you are as specific as possible about your request. For example, if you've been a customer for several years, but only need data for your recent purchase history, you could ask for data about things you've bought only in the last few months.

Date from:

Date to:

6. Can you tell us anything else to help us with our search?

If there's anything else of relevance you can tell us to help us identify you or the date you are requesting, please include this here. For example, any aliases, date of birth, order number or customer reference number.

Further information to help us find the data you need:



Thank you. We'll be in touch. If you'd like more information about how we use your data, have a look at our [privacy policy](#).