

**LIGHTMEDIA COMMUNICATIONS LIMITED**  
**Subject Access Request Form**

The following information is required to help give the Company an accurate response to your request. Please complete the information below and return this form by **post or in person** to Tony Probert, Managing Director, Connaught House, 4 Morrell Street, Leamington Spa, Warwickshire, CV32 5SZ.

The Company will endeavor to respond as soon as possible, but in any event, in no more than 1 month.

The information provided in this form will only be used for processing your request and will not be used for any other purpose.

**Your details**

Title:	
Forename(s):	
Surname:	
Address:	
Telephone number(s):	
Email(s):	

**Information being requested**

Please provide specific details of the information being requested and any additional information that may enable us to locate your personal data.

**Proof of identity**

The Company is required by the DPA and GDPR to be satisfied of the identity of the person making this request. Please attach, or bring along, a photocopy of one of the following forms of identification:

- Passport
- Driving Licence

**Declaration**

I am the Data Subject named in this Subject Access Request Form and hereby request, under the provisions of the GDPR, that LightMedia Communications Limited provide me with copies of my personal data as described above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_