

Subject Access Request form

Please complete this form to request the personal information that Aptly Inc is processing about you or someone you represent.

Part 1 Details about the person who the information relates to (referred to on this form as the "data subject")

Title (please tick) ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname _____

Maiden/Former surname _____

First name _____

Current address _____

Previous address _____

Relationship to Aptly Inc:

Client ☐ Staff ☐ Other ☐

Reference: (Identifying references such as user number, employee numbers, contract number):

Please provide a copy of ONE of the following as proof of your identity (tick which one applies)

Passport ☐

Driving licence ☐

Other ID document ☐

Part 2 Are you requesting information about you (i.e. are you the data subject)? Please tick which applies

☐ **No** – go to part 3 ☐ **Yes** – go to part 4

Part 3 Please complete if you are the person acting on behalf of the data subject (who is identified in Part 1 above)

Title (please tick) ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname _____

First name _____

Address _____

Please provide a copy of ONE of the following proof of your identity (tick which one applies)

Passport ☐
Driving licence ☐
Other ID document ☐

As you need to have legal authority to request as the data subject's information, please provide a copy of ONE of the following:

Letter of authority ☐
Lasting power of attorney ☐
Other (please specify below) ☐

Part 4 Details of information being requested

To help us with your request, please provide details of the information you require:

Part 5 Declaration

I certify that the information provided on this form is true and correct.

Please print your name in block capitals _____

Signature _____

Date _____

Part 6 Completion of the Subject Access Form

The completed application form and proof of identity (and if acting on behalf of the data subject proof of authority) should be sent to:

privacy@aptlydone.com
Information Governance Team
Aptly Inc
600 N Robinson Ave
Oklahoma City OK 73102

Part 7 Before submitting this form, please check that you have:

- | | |
|---|--|
| <input type="checkbox"/> Enclosed proof of identity of the data subject? | <input type="checkbox"/> Provided sufficient details for Aptly Inc to locate the information you have requested? |
| <input type="checkbox"/> Enclosed proof of authority to act on behalf of the subject? (If required) | <input type="checkbox"/> Signed and dated this form? |
| <input type="checkbox"/> Enclosed proof of your identity if acting on behalf of the data subject? (If required) | |