DATA SUBJECT ACCESS REQUEST (DSAR) FORM

1. INTRODUCTION

Article 15 of the EU General Data Protection Regulation ("**GDPR**") and Section 37 of the Data Protection Act 2017 ("**DPA**") grant you the right to access your personal data held by **Annick & Son Funeral Enterprise Ltd (BRN C19168473 / FSC Licence No: FS24200003),** (hereafter "**The Company**").

It includes the right to obtain confirmation that we process your personal data, to receive certain information about the processing of your personal data, and to obtain a copy of the personal data we process. We require that you submit this request to us in writing to our DPO.

In line with the **GDPR** and the **DPA**, we expect to respond to your request within one month of receipt of a fully completed form and proof of identity.
If your request is not about your right to access your information, then kindly tick ("X") the right you want to exercise (as per the **GPDR** and **DPA**) below:

☐ Right to rectification of your personal data
☐ Right to erasure of your personal data
☐ Right to restriction of processing
☐ Right to data portability
☐ Right to object to certain types of data processing

For more information and questions on the use of this form, please contact our Data Protection Officer (hereinafter "DPO") by email or by writing to us:

Registered Office: Annick & Son Funeral Enterprise Ltd - 7th Floor, NexSky Building, Hotel Street, Ebène Cybercity, Mauritius
Telephone Number: +230 464-0084
Email Address: dpo@asfuneral.com

Visit our head office for more information on your rights under the General Data Protection Regulation and the Data Protection Act.

Data Protection

Please provide your contact information in the space provided below. If you are making this request on behalf of someone, you should provide your name and contact information in Section 4 below. Please note, we will only use the information you provide on this form to identify you and the personal data you are requesting access to, and to respond to your request.

Title	Mr ☐	Mrs ☐	Miss ☐
Name			
Current address			
Contact number			
Email address			
Details of your request			

2. PROOF OF IDENTITY

We will require to verify your identity before we can respond to your access request. To help us establish your identity, please note, we may request additional information from you to help confirm your identity and your right to access, and to provide you with the personal data we hold about you. We reserve the right to refuse to act on your request if we are unable to identify you.

3. DETAILS OF PERSON REQUESTING INFORMATION (IF NOT THE DATA SUBJECT)

Are you acting on behalf of the data subject with their written or other legal authority?			Yes ☐ No ☐
If 'Yes' please state your relationship with the data subject (e.g. parent, legal guardian or solicitor)			
Title	Mr ☐	Mrs ☐	Miss ☐
Name			
Current address			
Contact number			
Email address			

Please enclose proof that you are legally authorised to act on the data subject's behalf and obtain this information. We will accept a copy of one of the following:

- A written consent signed by the data subject
- A certified copy of a Power of Attorney

4. FEE

We reserve the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. We may also charge a reasonable fee to comply with requests for further copies of the same information. The fee is based on the administrative cost of providing the information.

5. DECLARATION

I, ……, the undersigned and the person identified in (2) above, hereby request that **ANNICK & SON FUNERAL ENTERPRISE LTD** provides me with the data about me identified above.

Signature of Client: ..... **Date:** .....

OR

I, ……, the undersigned and the person identified in (3) above, hereby request that **ANNICK & SON FUNERAL ENTERPRISE LTD** provides me with the data about the data subject identified in (2) above.

Signature of Client: ..... **Date:** .....

This form must be forwarded to our **DPO**. Contact details are listed in Section 1 of this form.