Subject Access Request Form

For individuals requesting access to their personal data held by Mogas Design Ltd under UK GDPR.

This form is optional. You may make a valid request in writing or verbally without using it. We will only ask for additional identity information if reasonably needed.

1 Your details

Full name:

_____

Preferred contact email or postal address:

_____

_____

Telephone (optional):

_____

Previous name, employer/project or other details to help us locate your information (optional):

_____

_____

2 What information are you requesting?

☐ All personal data held about me ☐ Specific records (please describe below)

Examples: contact details, emails, contracts, supplier or contractor records, and site-visit records.

Describe the information or relevant dates/projects (optional):

_____

_____

3 How would you like to receive your information?

☐ Secure electronic copy ☐ Paper copy by post ☐ Other (specify): _____

4 Requests made on behalf of someone else (if applicable)

☐ I am requesting my own personal data ☐ I am acting for another individual

If acting for another person: their name, relationship and contact details:

_____

_____

We may request evidence of your authority to act before disclosing another person's data.

5 Declaration and submission

I confirm that the information provided is accurate to the best of my knowledge.

Signature (optional): _____ Date: _____

Send to: The Director, Mogas Design Ltd, via your usual Mogas contact or to mohammedfasiuddin@mogasdesignltd.com. Do not send identity documents unless requested through an agreed secure method.

For Mogas internal use only — request handling record

Complete this section once a request is received. Keep in restricted-access company records; do not return it with the requester's copy.

Reference number	_____
Date received / channel	_____
Request owner (director)	_____
Identity verification needed? Why?	_____
Authority verified if representative?	_____
Scope and systems searched	_____
Third-party data / exemptions considered	_____
Response due date and any valid adjustment	_____
Outcome / secure delivery method	_____
Response sent / closed date	_____
Review or complaint follow-up	_____

Internal checklist

☐ Acknowledge request ☐ Identify and search relevant records ☐ Check identity only if necessary

☐ Review accuracy, exemptions and third-party data ☐ Securely provide response ☐ Update restricted log

Handling note: Do not automatically demand photo ID or use this form as a condition of making a request. Escalate complex requests and any uncertainty about legal exemptions before disclosure.