

Data Subject Access Request Form

Notes to Applicants

Under Article 15 of the Applied General Data Protection Regulation (GDPR), you have a right to access personal information that the Isle of Man Gambling Supervision Commission (the GSC) holds about you. Please complete this form to assist us helping locate

Exemptions

The provisions of the Data Protection Legislation means that in certain circumstances you may find that not all of the information held about you has been provided. For example, you will not be provided with personal data if releasing it to you would be likely to prejudice (harm) the detection or prevention of crime, or criminal investigations; if the data is part of negotiations, or where that information identifies other individuals.

If your request (or part of it) is refused because an exemption applies, we will explain this in our response insofar as the Data Protection Legislation permits us to do so. More information about your rights to information we process, and the process for making a request for your information can be found on the Information Commissioners website [here](#)

Next steps

The GSC will carry out searches of its records to identify any personal data relating to the data subject is held. We will then provide you with the information in an acceptable format for you within 30 days of your request. We will contact you in the event that we require additional documentation, information or clarification.

Your privacy

The information you provide in your application will be used for processing your subject access request and any associated purpose, for example: communications with the Information Commissioner Office.

We will store basic subject access request for a maximum of 12 months from completion of the request, unless there are any subsequent Commissioner appeals, tribunal or any resulting legal actions. We do also maintain a basic log of all requests, and an outline of the each response, to assist with any future applications.

If after you have received the information you have requested, you believe that the information is inaccurate or out of date; or that we should no longer be holding that information or we are using your information for a purpose of which you were unaware; we may have passed inaccurate information about you to someone else, then you should notify the Data Protection Officer at once, using the contact details below stating the reasons you believe any of the above to be correct.

Details of the Data Subject	
Surname	
First Name/s	
Alternative names by which you are known	
Current Residential Address	
If you have lived at the above address for less than 3 years, or for less than the period of time that your request spans, please give your previous addresses and indicate the dates you lived there.	
Date of Birth	
Contact Telephone Number	
E-mail Address	

Details of the Person Requesting the Information	
Only complete this section if you are applying for the information on behalf of the data subject.	
Surname	
First Name/s	
Current Residential Address	
Is the data subject a child?	
Do you have parental responsibility for that child?	
If the data subject is an adult, explain your relationship to the data subject and your reason for making the request in their behalf, and provide their written authority	

Locating your Personal Information
Please set out below the specific information you are requesting and the time periods covering your request. Please provide any relevant details you think will help us to identify the information you require.

Documents Required

To ensure we are releasing data to the right person we may require you to provide us with proof of your identity and of your address. Please also advise, if you have been or are known by any other name(s).

If we are not satisfied you are who you claim to be or the identity of who you are acting on behalf of, we reserve the right to refuse to grant your request

Identification document of the data subject	
Identification document of the requestor (if different to the data subject)	
Data subject's written authority if you are making the request on their behalf	
Proof of parental responsibility of applying on behalf of a child	

Declaration

Please note that any attempt to mislead may result in prosecution.

I confirm that I have read and understood the terms of this data subject access request form and certify that the information given in this application to the GSC is true.

I understand that it is necessary for GSC to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Understand that if I impersonate or attempt to impersonate another person, I may be guilty of an offence.

Name	
Date	
Signature	

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