

Form []:

Data Subject Rights Request Form

Form []: Data Subject Rights Request Form

This form is to be used by:

- (a) any Retailer or Wholesaler to transfer a Data Subject Rights Request to the Market Operator in accordance with [Schedule reference]; and
- (b) the Market Operator to record the actions taken to deal with the a Data Subject Rights Request .

In completing this form, regard should be had to [INSERT LINK TO GUIDANCE - TO BE PRODUCED]

The form is divided into sections as follows

Number	Section
1.	Details of Party receiving request
2.	Allocation of request
3.	Data Subject Rights Request details
4.	Data Subject Access Request
5.	Objection to Processing
6.	Request for Correction / Rectification
7.	Request for Erasure
8.	Request to Restrict Processing
9.	Exercise of Right to Data Portability
10.	Other Complaint from Data Subject
11.	Other Parties Notified
12.	Declaration

All sections of this form are mandatory.

Mandatory means that in completing this form you must provide the requested information wherever it applies to the particular request. If a piece of information does not exist or is not applicable in the circumstances, the party completing this form must note this and, where relevant, provide further details.

1. Party receiving request

This section should be completed by the party to whom the Data Subject Rights Request was issued

Please select the applicable box:

- Market Operator
- Retailer (if selected please provide details below)
- Wholesaler (if selected please provide details below)

Name

ID

Reference

Contact

.....

.....

2. Data Subject Rights Request details

2A. Details of Data Subject

Name
.....

2B. Details of supply point associated with Data Subject

SPID number
Address line 1
Address line 2
Address line 3
Address line 4
Address line 5

Data Owner of SPID
ID

Reference
Contact
.....

2C. Details of Data Subject Rights Request

Note: Data Subject Rights Requests may seek to exercise more than one Data Subject Right - please tick all that apply

- | | |
|---|--|
| <input type="checkbox"/> Data Subject Access Request (go to Section 4) | <input type="checkbox"/> Objection to Processing (go to Section 5) |
| <input type="checkbox"/> Request for Correction/Rectification (go to Section 6) | <input type="checkbox"/> Request for Erasure (go to Section 7) |
| <input type="checkbox"/> Request to Restrict Processing (go to Section 8) | <input type="checkbox"/> Exercise of Right to Data Portability (go to Section 9) |
| <input type="checkbox"/> Complaint (go to Section 10) | |

Confirm request has been uploaded to **[secure site for Data Subject Rights Requests]**

3. Allocation of Request

(to be completed only by Market Operator)

- Request to be dealt with by Market Operator
- Action required by another Party(ies) (give details below)

Action required by:

Name

ID

Contact

Action required

Date request made

Date by which action required

4. Data Subject Access Request

4A. Details of Request

Please provide brief details of the Data Subject's request

.....
.....

4B. Details of data

	Yes	No	Don't know
Is data requested held on CMOS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is data requested held elsewhere			
- by Market Operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- by another Party (please provide details)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.....

4C. Action Taken

Please provide details of action taken with regard to the request

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.....
.....

Date action taken

	Yes	No
Is action required by another party?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details

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.....

5. Objection to Processing

5A. Details of Request

Please provide brief details of the Data Subject's request

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.....

Yes No

Is there any reason to refuse to deal with the request under Data Protection Laws?

(see Guidance at section [])

If yes, reason for response

.....
.....

5B. Action Taken

Please provide details of action taken with regard to the request

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.....
.....

Date action taken

Yes No

Is action required by another party?

Please provide details

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.....
.....

6. Request for Correction / Rectification

6A. Details of Request

Please provide brief details of the Data Subject's request

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.....

6B. Action Taken

	Yes	No	Don't know
Is it possible to deal (in whole or in part) with the request using the procedure set out in CSD 0105?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has requested action been taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date action taken

	Yes	No
Is action required by another party?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details

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.....

7. Request for Erasure

7A. Details of Request

Please provide brief details of the Data Subject's request

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7B. Action Taken

	Yes	No	Don't know
Is there any reason to refuse to deal with the request under Data Protection Laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(see Guidance at section [])

If yes, reason for response

.....
.....

	Yes	No	Don't know
Is it possible to deal (in whole or in part) with the request using the procedure set out in CSD 0105?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, has requested action been taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Date action taken

Please provide details

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8. Request to Restrict Processing

8A. Details of Request

Please provide brief details of the Data Subject's request

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	Yes	No	Don't know
Is there any reason to refuse to deal with the request under Data Protection Laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(see Guidance at section [])

If yes, reason for response

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.....

8B. Action Taken

Please provide details of action taken with regard to the request

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.....

Date action taken

	Yes	No
Is action required by another party?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details

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.....
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9. Exercise of Right to Data Portability

9A. Details of Request

Please provide brief details of the Data Subject's request

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	Yes	No
Is there any reason to refuse to deal with the request under Data Protection Laws?	<input type="checkbox"/>	<input type="checkbox"/>

(see Guidance at section [])

If yes, reason for response

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.....

9B. Action Taken

Please provide details of action taken with regard to the request

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.....

Date action taken

	Yes	No
Is action required by another party?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details

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10. Other Complaint from Data Subject

10A. Details of Request

Please provide details of the Data Subject's complaint

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10B. Actions Taken

Please provide details of action taken with regard to the complaint

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Date action taken

Yes

No

Is action required by another party?

Please provide details

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11. Other Parties Notified

(See Guidance at section [])

Please provide details of third parties who may hold copies of the relevant personal data and who require to be notified in terms of Data Protection Laws (if possible and proportionate)

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Please confirm that such third parties have received appropriate notification stating the method and timing of communication

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12. Declaration

12A. Declaration by Retailer or Wholesaler providing information on form

I hereby acknowledge and declare that the information provided in this form is correct to the best of my knowledge and up to date at the time of submission.

Signature
Date (dd/mm/yyyy)
Full name (in capitals)
Role in the company or job title

12B. Declaration by Market Operator

I hereby acknowledge and declare that the information provided in this form is correct to the best of my knowledge and up to date at the time of submission.

All action required in relation to the Data Subject Rights Request referred to in this form has been completed

Final response sent to Data Subject on

Signature
Date (dd/mm/yyyy)
Full name (in capitals)
Role in the company or job title