



**AMEND/
CHANGE
REQUEST
FORM**



You have a right to request we amend/change the personal information that we hold about you or a request a copy of the same. Completing this form will help us to locate the information you are seeking and deal with your request as quickly as possible.

Part 1 – About Yourself

First Name:

Surname:

Date of birth:

CURRENT ADDRESS:

If you have lived at this address for less than 1 year, please give your previous address:

PREVIOUS ADDRESS:

Part 2 - Locating Your Personal Information

In order for us to be able to locate the information you are seeking, please provide some details, if known, as to where you feel information is held about you. If you would like to provide any further information that you feel would be helpful in locating your personal information, please provide this in at the end under "Additional information". **AMENDMENT DETAILS:**

(if known)



DATES OF CONTACT:

(e.g. reference numbers, staff number if previous employee)

You may continue on continuation sheets below if necessary

Part 3 – Confirming Your Identity

Article 15 of the General Data Protection Regulation provides that we may ask for identification to confirm who you are.

It would therefore be helpful if, at the outset, you could provide, for identification purposes, a certified copy of any two of the following documents listed below. Please send **certified copies only and NOT originals. No liability is accepted for any damages as a result of you sending in original documentation.** Please note that bills should not be more than three months old.

- Scanned **certified** copy of current passport / Driving Licence
- Scanned **certified** copy of an electricity bill in your name
- Scanned **certified** copy of an gas bill in your name
- Scanned **certified** copy of an council tax bill in your name

Part 4 - Declaration

Please read the following declaration carefully and sign and date it.

I, certify that the information provided on this application to Moonroq Soul is true. I understand that it is necessary for the Moonroq Soul to confirm the data subject's identity and that it may be necessary for Moonroq Soul to request more details from me in order to be able to locate the correct information.

Signature: Date:

Please return the completed form to:

The Data Protection Officer
Moonroq Soul CIC
63 - 66 Hatton Garden,
5th Floor, Suite 23,
London,
England,
EC1N 8LE
or by email to: Privacy@moonroqsoul.com

MOONROQ SOUL



Any additional information you wish to add:

Continuation sheet:

MOONROQ SOUL