If you would like to request access to personal information we hold please:

* Complete this form (section A, B & C)
* Attach copies of the documentation requested in section C
* Send the above to [GDPR@theimi.org.uk](mailto:GDPR@theimi.org.uk) or post it to Membership and Professional Registration Department, Institute of the Motor Industry, Fanshaws, Brickendon, Hertfordshire, SG13 8PQ, UK.

If you require assistance with completing this form please contact [GDPR@theimi.org.uk](mailto:GDPR@theimi.org.uk) or call 01992 511 521.

**DATA SUBJECT -** Individual about whom the IMI holds personal information.

|  |
| --- |
| **SECTION A - YOUR PERSONAL DETAILS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Are you currently or previously employed by The IMI? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Are you making this request for information on your own behalf? | Yes  *Skip to Q5*. |  | No  *Go to Q3*. |  |

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| --- | --- | --- | --- | --- | --- |
| 1. If you are making this request for information on behalf of someone else, please state the nature of your relationship with that person. | | | | | |
| Parent |  | Guardian |  | Legal Rep |  |
| Other | *Please specify* | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. If you are making this request for information on behalf of someone else, please provide the following information about yourself. | | | |
| First Name(s): |  | Surname: |  |
| Home Address: | Post Code: | | |
| Email Address: |  | | |

*Note: If the applicant is not the DATA SUBJECT we will always correspond with the data subject.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Please complete the following section, providing information about the **DATA SUBJECT.** | | | |
| First Name(s): |  | Surname: |  |
| Home Address: | Post Code: | Previous Addresses:  *If applicable* | Post Code: |
| Email Address: |  | | |
| Date of Birth: |  | | |

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| **SECTION B – INFORMATION REQUIRED** |

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| 1. Could you provide a description of the information you require? |
|  |

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| **SECTION C – PROOF OF IDENTITY** |

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| 1. To ensure the IMI are releasing data to the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one of both of the following:   a) **Proof of Identity**  Passport, photo driving licence, national identity card, birth certificate.  b) **Proof of Address**  Utility bill, bank statement, credit card statement (no more than 3 months old); current driving licence; current TV licence; local authority tax bill, HMRC tax document (no more than 1 year old).  **Failure to provide any of these documents with your application will mean your request is refused.** |

**Declaration (must be signed)**

By signing below, I confirm that the information given on this form is true. I understand any attempt to mislead the IMI may result in prosecution.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

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| --- |
| **INTERNAL USE ONLY** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date request received |  | | | Reference number | | *DS* |
| Who completed form? | Customer |  | IMI staff | | *If so, state name.* | |
| IMI staff assigned to? |  | | | | | |
| Date completed |  | | | | | |