

Access to Personal Data Request

This form is for any person who wishes to apply for access to their personal data held by NOVOMATIC Gaming UK Ltd.

Data Subject Rights

Under the General Data Protection Regulation (GDPR), you have the right to request any personal information we may hold about you.

This form is designed to assist Data Subjects in the process of making an information request and may speed the process up; but it is not mandatory, all information requests from Data Subjects made in other formats will also be processed.

You can use this process to request access to your information as well as to exercise any of your rights under the GDPR.

What information does NOVOMATIC Gaming UK Ltd. hold?

Please refer to NOVOMATIC Gaming UK Ltd. Privacy Notice

How long will it take to get my data?

Once we are satisfied that you meet the criteria for disclosure of data under the Data Protection Legislation, and have provided sufficient information for us to confirm your identity and accept your application for processing, you will receive a response within one calendar month from that date.

Records may be held in several different locations in paper and electronic formats. If you only require specific information and you clearly state what that is – for example a specific document or IT-only data – then you are likely to receive a quicker disclosure.

Completing this form

If you are completing this request for yourself, please complete Section 1, Section 2, Section 6 and Section 7.

If someone else is making the request on your behalf, all sections must be completed.

Section 1: Your details

Full Name:	
Relationship (i.e. customer, member of staff, contractor etc):	
Date of Birth	
Current Address and postcode:	
Previous Address (if applicable):	
Telephone number:	
Email address (the information will be sent here unless specified otherwise):	

Section 2: Proof of your identity

In order to validate your identity, we need to see two forms of identification relating to you. To protect you, we cannot progress this request until we have received this information.

Please provide:

- a. Photographic identification (e.g. passport, driving licence, national ID card) and,
- b. Confirmation of your address (e.g. a recent utilities bill, bank statement).

Please send copies of the documents, do not send originals. We will securely destroy these copy documents when we are satisfied they adequately support your request.

Section 3: Representative details

Sections 3, 4 and 5 should only be completed if the request is being made by a representative i.e. someone other than the data subject (applicant) themselves. Please leave blank if you are making the request for yourself.

Name of Representative:	
Company Name (if applicable):	
Address and postcode:	
Telephone number:	
Email address:	

Section 4: Proof of the representative's identity

Please provide:

- a. Photographic identification (e.g. passport, driving licence, national ID card) and,
- b. Confirmation of your address (e.g. a recent utilities bill, bank statement).

Please send copies of the documents, do not send originals. We will securely destroy these copy documents when we are satisfied they adequately support your request.

Section 5: Authority to release information to a representative

A representative must obtain authority from the Data Subject before personal data can be released.

The representative should obtain the Data Subject's signature below, or provide a separate note of authority.

This must be an original signature.

I hereby give my authority for the representative named in Section 3 of this form to make a Data Subject Request on my behalf under Data Protection Legislation.	
Signature of Applicant:	Date:
Signature of Representative:	Date:

Section 6: Details of information required

To help us respond fully to your request, please tell us about the information you require with as much detail as possible (for example, include dates relevant to the information sought and specific documents you require).

If we do not receive enough information to process your request, we may need to seek clarification from you before we can proceed.

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Section 7: Declaration

The information which I have supplied in this request is correct, and I am the person to whom it relates or a representative acting on his/ her behalf. I understand that the NOVOMATIC Gaming UK Ltd. may need to obtain further information from me/ my representative in order to comply with this request.

Signature of Applicant:	Date:
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Please send your completed form and identification to:

Email: contact@novomaticgaming.co.uk

Post: Data Protection Officer
NOVOMATIC Gaming UK Ltd.
NOVOMATIC House
Bridgend Industrial Estate
CF31 3EB