



Data Subject Request Form

This form should be used to submit a data subject request under the provisions of the Data Protection (Bailiwick of Guernsey) Law, 2017.

Please note that the GCRA processes data for 'regulatory purposes' under the Data Protection (Law Enforcement and Related Matters) (Bailiwick of Guernsey) Ordinance. As such certain transparency and subject access rights may not apply with regard to some personal data held by the GCRA. However all data subject requests will be considered individually.

Submitter Details

Title:	
Name:	
Address:	
Email Address:	
Relationship with GCRA	
Is this the First request for this data?	

Type of Request

Please select the type of request you are making:

- Consent Withdrawal*
- Access request*
- Rectification of personal data*
- Erasure of personal data*
- Restriction of processing of personal data*
- Personal data portability request*
- Objection to processing of personal data*
- Request regarding automated decision making and profiling*

Personal data involved

Request details – if you know the name of the document or the date range of the documents you are looking for, please feel free to outline them below.

Request reason/justification

Please supply the following information with this form:

- *A certified copy of your passport stating the following (or similar) "I certify this document is a true copy of the original document and a true likeness of the individual". This certification must have been dated within 3 months of the date of receipt and made by a professional party (ie, Doctor, Lawyer, Accountant) and their registration / professional body number noted. We are also able to accept an original passport, presented at our office.*
- *A certified copy of a utility bill dated within the last 3 months stating the following "I certify this is a true copy of the original document. This certification must have been dated within 3 months of the date of receipt and made by a professional party (ie, Doctor, Lawyer, Accountant) and their registration / professional body number noted. We are also able to accept an original utility bill presented at our office.*

If you are unable to provide the above, please contact our DPO by calling our office directly so they can discuss other way we may be able to identify you.

Signature:	
Name:	
Date:	

Once completed, this form should be submitted via email to info@gcra.gg or posted to the address shown on our website.