**Niche Financing Limited**

 **Data Subject Access Request Form**

In Section 6, of the Data Protection Act 2020, it is stated that an individual is entitled, upon making a written request to a data controller, to be informed by the data controller, free of charge, whether personal data of which that individual is the data subject are being processed by or on behalf of that data controller.

Your request will be assessed in accordance with the Data Protection Act 2020, supported by the Information Commissioner Office.

Requests must be in writing. You can use this form to provide the necessary information. Requests must be submitted:

* via email to dpo@nichefinancingltd.com;
* via in person at 94 Constant Spring Road, Kingston 10

We will provide a response within 30 days of receiving the request, or if we receive any additional information to clarify the request or confirm your identity later. The time limit may be extended by another 60 days if the request is unclear or if you have made a number of requests. We will let you know within 30 days if the time limit is extended and why. In the majority of cases, there is no fee. A reasonable fee may be charged if the request is manifestly unfounded or excessive, or if additional copies are requested.

Alternatively, unreasonable or excessive requests may be refused.

In addition to exercising your access right, the DPA also grants you the right to:

• Request a correction or deletion of your personal data.

• Restrict or object to certain types of data processing.

• Make a complaint with the local data protection authority.

I.  **Requester Name (Data Subject) and Contact Information**

**Please provide the data subject’s information in the space provided below. If you are making this request on the data subject’s behalf, you should provide your name and contact information in Section III.**

We will only use the information you provide on this form to identify you and the personal data you are requesting access to and to respond to your request.

|  |  |
| --- | --- |
| **First, Middle and Last name:** |  |
| **TRN:** |  |
| **Home address:** |  |
| **P.O:** |  |
| **Date of birth:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

II.  **Proof of Data Subject’ s Identity**

**Type of ID supplied:** e.g. copy of drivers licence, passport, etc.

You must provide proof of your identity before Niche Financing can respond to your access request. To help establish your identity, you must provide identification that clearly shows your name, date of birth, and current address. A photocopy or a scanned image of one of the following is acceptable as proof of identity: a passport or photo identification such as a driver’s license, a national identification number card. If you have changed your name, please provide the relevant documents evidencing the change.

If you do not have any of these forms of identification available, please contact Niche Financing Limited at dpo@nichefinancingltd.com or 876-969-7008 for advice on other acceptable forms of identification.

Niche Financing Limited might request additional information from you to help confirm your identity and your right to access it, and to provide you with the personal data that is held about you.

III.  **Requests Made on a Data Subject’s Behalf**

Please complete this section of the form with your name and contact details if you are acting on the data subject’s behalf.

|  |  |
| --- | --- |
| **First, Middle and Last name:** |  |
| **Company or Organisation name:** |  |
| **Address:** |  |
|  |  |
| **P.O:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

You must provide proof of the data subject’s identity to Niche Financing so that Niche can respond to the request, as set out in Section III above.

In addition, you must provide proof of your legal authority to act on the data subject’s behalf, such as a written consent, signed by the data subject, a certified copy of a Power of Attorney.

Niche may request additional information from you to help confirm your identity or that of the data subject. Niche reserves the right to refuse to act on your request if it is unable to

to verify your legal authority to act on the data subject’s behalf.

IV.  **Information Requested**

|  |
| --- |
| **Information Requested** |

To help locate the personal data you seek, please provide as much detail as possible about the personal data you are requesting access to. Please include the specific areas of service you require for us to search (e.g., payment history, statement balance, personal details), together with time frames, dates, names, types of documents, file numbers, or any other information to help locate your personal data

Niche Financing will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for a search to be conducted (for example, if you request “all information about me”).

If the information you request reveals personal data about a third party or a guarantor, Niche will either seek that individual’s consent before responding to your request, or it will redact the third parties’ and/or guarantor's personal data before responding.

V.  **Signature and Acknowledgment**

I, , confirm that the information provided on this form is correct and that I am the person whose name appears on this form. I understand that: (1) Niche Financing Limited must confirm proof of identity and may need to contact me again for further information; (2) my request will not be valid until Niche Financing Limited receives all of the required information to process the request; and (3) I am entitled to one free copy of the personal data I have requested, and I acknowledge that for any further copies I request, Niche Financing Limited may charge a reasonable fee based on administrative costs.

If you would like to receive a copy of the personal data you are requesting access to, please indicate below whether you would like a hard copy or an electronic copy:

 Electronic copy. Hard copy.

Signature Date

VI. **Authorised Person Signature**

I, , confirm that I am authorised to act on behalf of the data subject. I understand that Niche Financing Limited must confirm my identity and my legal authority to act on the data subject’s behalf, and may need to request additional verifying information.

Signature Date