C&C GROUP

C&C GROUP SUBJECT ACCESS REQUEST FORM & EXERCISE OF DATA RIGHTS

Security and Confidentiality

This document remains the property of C&C Group at all times and must not be circulated to third parties without the express permission of C&C Group.

Indemnity

C&C Group do not accept any responsibility for any consequences as a result of any errors or omissions in this document and confirm that nothing in the document constitutes a contractual or commercial statement unless this document is specifically referred to in a contract.

Exercising your data subject rights under the (UK)GDPR and Data Use and Access Act.

C&C Group is registered with the UK information Commissioner's Office (ICO) Reference Z8883873 and recognises the (UK)GDPR and 2025 Data Use and Access Act both enshrine the following rights to all data subjects, whose personal information C&C Group processes, holds or traffics in the capacity of either a Data Controller or Data Processor. The UK ICO acts as the UK Supervisory Authority overseeing each of these 8 individual rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure

- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Please refer to the link:

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/

for a detailed description of these rights by the ICO.
These rights are mostly commonly used to exercise a subject access request or 'SAR' but also extend to all your rights which is provisioned for within section 4 of this form.

The ICO has also set out a more detailed guidance on the right of access:

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/

As per the ICO guidelines, C&C Group will normally respond at the latest within one calendar month of receiving a request from a data subject. They should be aware of potential delays whilst acquiring the information sought resulting in a longer response time. Equally a request may incur a 'reasonable fee' also chargeable against the data subjects. However, in both cases C&C Group will follow the ICO's general and more detailed guidance publications and notify the data subject at the earliest opportunity. Please also use section 5 to detail any data protection related complaint you wish to make.

C&C Group recognises the use of a templated form is not mandatory to exercise any of your data subject rights. The ICO does acknowledge that it may help understand and pinpoint the data being sought whilst assisting C&C Group as a Data Controller, to respond fully and promptly, or refer your request to the relevant external Data Controller if processing your request in its capacity as a Data Processor.

Please send your completed form to C&C Group using the contact details set out within section 8 of this form.

You can read more about your right of access by visiting:

https://ico.org.uk/for-the-public/getting-copies-of-your-information-subject-access-request/

1.Who is making this request.

Provide step-by-step instructions on how to comply with or implement the policy. Break complex processes into simple, numbered steps.

Full Name:	
Contact Number:	
Email Address:	
Contact Address:	
Date of request:	
Are you a seeking to exercise your data subjects right against personal employee or personal business data? Select one.	
Personal data held by C&C Group as a Data Controller:	
Commercial personal data processed by C&C Group as a Data Processor:	
Business name if applicable:	

2. Are you making this request on behalf of someone else?

Yes:	
No (Please go to section 3):	

Please provide contact details of the person you are making the request for.

Name of another person:	
Contact Number:	
Email Address:	
Contact Address:	
Other contact information for the person you are making the request for:	

Do you have proof of your authority to act on their behalf?

For example, their written authorisation & identification or a relevant power of attorney.

Yes: I have authorisation and will include with this request for authentication:	
No: I accept no processing of this request will be undertaken by C&C Group until authorisation has been received and authenticated:	

3. Please state the method of response from C&C Group.

Email:	
Regular post:	

Other: Please specify below – where possible C&C Group will seek to supply the information in the requested format. Otherwise, the data subject will be notified using the most appropriate format of response:	
Requested format:	

4. What data subject right are you wishing to exercise?

Please select one (a separate form is needed for each request).

Right to be informed:	
Right of data access:	
Right to data rectification:	
Right to data erasure:	
Right to restrict data processing:	
Right to data portability:	
The right to object:	
Rights in relation to automated decision making and profiling:	

Please refer to the ICO guidance

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/individual-rights/

https://ico.org.uk/for-the-public/what-rights-do-i-have-over-my-personal-information/

for more information when submitting this request.

5. Please describe the data subject right you wish to exercise or the nature of a complaint. Please also attach any supporting evidence
in both cases.

6. Do you have any additional reference(s) to help identify the data in question?

Please update one or more fields with any supporting information.

Document - please submit with request (avoid sending any sensitive data content):	
Email:	
Date - specific or range:	
Point of contact at C&C Group:	
Point of contact at a third party (i.e. a client):	
Any other relevant contact:	
Contact email:	
Contact telephone number:	
Please add any additional details:	

Please contact C&C Group at privacy@cand-uk.com if you have any questions or concerns on what you wish to disclose.

7. Please supply any additional information you may feel relevant to process the request.

8. Consent for processing the rights of a data subject.

Please update one or more fields with any supporting information.

I authorise C&C Group to process this data subject request:	
I have supplied the necessary identification to process this request*	
Where relevant, I authorise C&C Group to forward my request to the relevant Data Controller who will liaise with me directly:	
I have confirmed that where my request was verbal, the recorded content by C&C Group has been checked:	
I acknowledge C&C Group may refuse my request as per the ICO guidelines, or charge a reasonable administration fee*	
Full Name:	
Address:	
Signature:	

Please send your completed form and any supporting attachments to:

Privacy@candc-uk.com

Or by post FAO:

The Chief Information Security Officer

C&C Group Holdings Ltd

2ND Floor Grosvenor House

65-71 London Rd

Redhill, Surrey

RH1 1LQ

Note: Once this form has been submitted it will be reclassified as Private in compliance with C&C Groups Data Protection Policy and UK Data Protection Legislations.

Please refer to the C&C Group Privacy Statement on the Company web site if you would like more information on how we use your data:

https://web.candc-uk.com/ts-cs-privacy-statement