

MG DATA SUBJECT RIGHTS REQUEST FORM

This form is used by Metropolitan Gaming to confirm the identity of the Data Subject (or a third party acting on behalf of the Data Subject) making a rights request and the nature of the rights to be exercised.

Once completed, please send this form and any attachments to Metropolitan Gaming, Fourth Floor, 265 Tottenham Court Road, London W1T 7RQ or by email to dataprotection@metropolitangaming.com, marked for the attention of the Data Protection Team.

Data Subject's Details

Please confirm your contact details:

Title	
Full Name	
Date of Birth	
Membership number	
Address	
Telephone No.	
Email Address	

Your data request

Please provide us with information about your request:

Types of request	☐ Right to access (data subject access request) ☐ Right to rectification request ☐ Right to erasure request ☐ Right to restrict processing request ☐ Right of portability request ☐ Right to object request ☐ Automated decision-making request ☐ Withdrawal of consent
-------------------------	--

Details of your data request	
-------------------------------------	--

Request for CCTV footage

Please note that we exercise a strict Data Retention Policy of not keeping CCTV recordings for longer than 30 days, unless we have a legal or legitimate reason to retain for longer than period. This is to conform with GDPR Article 5.1(c), the directives of the European Data Protection Board (3/2019), and the ICO's Code of Practice in relation to constant surveillance systems.

The venue location, date, time, and duration of the CCTV recording(s) that you would like to receive	
---	--

Identity Verification

Please provide us with one of the following, in date and valid, documents to enable us to verify your identity and address. Please only send copies to us and not originals:

Proof of ID (Current and in date)	☐ Passport ☐ Driving Licence ☐ Official ID
Proof of Address (Issued no more than three months ago, unless stated otherwise)	☐ Utility bill ☐ Bank statement ☐ Credit card statement ☐ Current TV licence (no more than 1 year old) ☐ Local authority tax bill (no more than 1 year old) ☐ HMRC tax letter (no more than 1 year old)

Declaration

I confirm I am the Data Subject named above:

Signature	
Full Name	
Date	

Third Parties Acting for the Data Subject

If you are acting on behalf of a Data Subject, please confirm the nature of your relationship with the Data Subject and provide us with proof that you are entitled to act on behalf of the Data Subject. If you provide additional documents for this purpose, please only send copies to us and not originals Please also provide us with your contact details:

Details of your relationship with the Data Subject and proof provided	
Title	
Full name	
Address	
Telephone No.	
Email Address	

Declaration

I confirm I am the Data Subject named above, and I authorise the named third party to act as my representative:

Signature	
Full Name	
Date	

I confirm I am the third party named above and that I am entitled to act on behalf of the Data Subject named above:

Signature	
Full Name	
Date	