



Traditional Values...
...in a Changing World

Cuff Miller & Co. (Littlehampton) Ltd
Horsham Road
Littlehampton
West Sussex
BN17 6BX

Tel: 01903 714367
Fax: 01903 711909
email: info@cuffmiller.co.uk
www.cuffmiller.co.uk

Right of Access, Rectification and Portability

Under the General Data Protection Regulation (2018i), you have the right of access, rectification and portability.

Rectification

If you believe your details are incorrect on our system, please just contact us to update. You can do this by email via: admin@cuffmiller.co.uk by phone on 01903 714367 or on the address above. You do not need to use this form unless you wish to do so.

Information requests; what we need from you

To process your request, we will need some details from you as detailed below.

We will also need to confirm your identity; you are welcome to provide a copy of your ID via email or by showing this to us in person on site for us to do this.

Name	
Address	
Registration number(s)	
Approximate date range that we have provided goods or a service to you.	i.e. 1992 – 2012
Contact email or phone number (So that we can contact you)	



Registered in England No. 432123
Registered Office:
Amelia House, Crescent Road, Worthing,
West Sussex BN11 1QR

If you require specific information

If you only require specific information, it is likely that we can deal with your request far more quickly. Please let us know below

What would you like to know? (Please continue on a separate page as required)

General information requests; what will we provide

1. Confirmation that Cuff Miller and Co. Ltd. process or have processed your data
2. A copy of your personal data
3. Any other supplementary information (as defined within our Privacy Statement available at cuffmiller.co.uk/privacy)

We will also provide as is required under GDPR

- the purposes of our processing;
- the categories of personal data concerned;
- the recipients or categories of recipient we disclose the personal data to;
- our retention period for storing the personal data or, where this is not possible, the criteria for determining how long this will be stored;
- the existence of their right to request rectification, erasure or restriction or to object to such processing;
- the right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from the individual;
- the existence of automated decision-making (including profiling); and
- the safeguards you provide if you transfer personal data to a third country or international organisation.



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How we will provide this information

We are happy to supply information either as a printed copy or PDF format.

When will this be completed?

We aim to complete all requests within 28 days 'without undue delay'. In most cases this will be quicker.

As per ICO guidelines (2018i) in complex cases, it may be necessary to extend the response time by up to two months, or if multiple applications have been made by the same individual. In such cases Cuff Miller will notify you within the initial 28 day period.

Where we may decline to provide information

If the request is "manifestly unfounded or excessive, taking into account whether the request is repetitive in nature" Cuff Miller will justify its decision and as per guidelines contact you;

- to request a "reasonable fee" to deal with the request; or
- or refuse to deal with the request.

Similarly, if the information requested includes information on other parties we may not comply with the request; or otherwise look for permission from the third party. In each case the Data Controller would consult ICO guidelines.

Please address letters or email correspondence to:

GDPR Team
Cuff Miller and Co Littlehampton Ltd.
Horsham Road
West Sussex
BN17 6BX

Or

admin@cuffmiller.co.uk

References:

Information Commissioner's Office (2018i) Right of access
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/> (Accessed Online 15/05/2018)



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