

Data Subject Access Request Policy

Please Note:

The Data Protection law requires that data is held only as long as is necessary, and that data held is not excessive.

How to make a Subject Access Request:

Your request can be made via our contact form on our website www.financialclaimsolutions.com or in writing to:

Financial Claim Solutions Limited,

76 King Street, Manchester, M2 4NH.

The personal data requested should be clearly stipulated.

It may be necessary to ask for proof of identity of the data subject (who is usually the person making the request).

Financial Claim Solutions Limited will respond to requests within 30 days of receipt (provided sufficient information has been given to enable Financial Claim Solutions Limited to process the request).

What are my Subject Access Rights?

The Data Protection law gives you, the data subject, the right to find out what personal data is held about you both electronically (on computers) and in paper form by companies (Data Controllers).

What is Personal Data?

Data is personal if it is information that affects [a person's] privacy, whether in their personal or family life, business or professional capacity.

What information can I ask for?

You can ask to be provided with any personal data that you consider Financial Claim Solutions Limited may hold about you on computer or in paper records accessible under the terms of the Data Protection law.

If you are able to provide a description of the data (including dates) this will help to speed up the process of collating your data.