

## Subject Access Request Form

It is not mandatory to use this form but it will help us to give a timely and accurate response to your subject access request under Article 15 of the General Data Protection Regulation (GDPR). Please complete the table below and return the form by post or email.

<b>DATE</b> <i>DD/MM/YYYY</i>	
<b>FULL NAME</b>	
<b>ADDRESS</b>	
<b>EMAIL ADDRESS</b>	
<b>PREFERRED RESPONSE FORMAT</b> <i>Post or email</i>	
<b>OTHER NAME(S) BY WHICH YOU HAVE BEEN KNOWN</b> <i>if applicable</i>	
<b>RELATIONSHIP TO LTS/NIRAS</b>	
<b>PROOF OF ID ENCLOSED OR ATTACHED</b> <i>ideally send a photocopy/scan of 1 form of photo id</i>	
<b>DESCRIPTION OF YOUR REQUEST, INCLUDING INFORMATION TO HELP US LOCATE THE PERSONAL DATA YOU SEEK</b>	

[mail@ltsi.co.uk](mailto:mail@ltsi.co.uk)  
 LTS International Ltd  
 Pentlands Science Park  
 Bush Loan  
 Penicuik  
 EH26 0PL  
 United Kingdom