

### Subject Access Request Form

By completing this form you are making a request under the General Data Protection Regulation (Regulation (EU) 2016/679) for a copy of the information about you that is held by City Football Group and that you are eligible to receive.

Please complete the information below and e-mail to [DPO@cityfootball.com](mailto:DPO@cityfootball.com)  
or post to DPO, Etihad Campus North Gate, Academy Stadium, 400 Ashton New Rd, Manchester M11 4TQ

<b>Your Legal Name:</b>		<b>Other Names You Are /Have Been Known As:</b>	
<b>Your Home Address:</b>		<b>Your Daytime Telephone Number:</b>	
<b>Your Email Address:</b>		<b>Your Contact {references:</b>	
<b>(if applicable) Your City Football Group Employee Reference Number:</b>		<b>If Never a City Football Group Employee, Your Relationship With City Football Group:</b>	

If you are not a current employee, please attach copies of - one document from section A and one document from section B, as proof of your identity and address. We will require validation of these documents by an authorised employee before we release any information to data subjects. *(Please indicate with a tick in the relevant boxes below, which documents you have attached).*

<b>SECTION A - Photographic Evidence of Identity</b>	<b>Please tick if attached</b>	<b>SECTION B - Evidence of Home Address</b>	<b>Please tick if attached</b>
Current Passport		Copy of recent utility bill (within last 3 months)	
Current UK Driving License		Copy of recent credit card bill (within last 3 months)	
Current UK Senior Citizens Travel Pass		Copy of recent bank statement (within last 3 months)	

**Please Indicate Information Required:**

#### **OPTIONAL**

*If possible, please provide further details which would help us with this request e.g. dates, types of documents etc.*

## What happens next?

We will normally be able to provide you with a copy of the information you have requested free of charge. However, we reserve the right to refuse to respond to your request or charge a 'reasonable fee' (based on our administrative costs of responding to your request) if your request is manifestly unfounded or excessive, particularly if it is repetitive. We can also charge you reasonable fee if you are asking us to provide you with further copies of information which we have already given you in response to a previous request.

We will always promptly acknowledge your request and respond without undue delay. Because of the time involved in collating information, it may take us up to one month to process your request (so the more specific you can be about the information you would like a copy of, the quicker we are likely to be able to respond).

We may extend the period of compliance by a further two months where your request is complex or extensive. If this is the case, we will inform you within one month of receipt of your request and explain why the extension is necessary.

In circumstances where we refuse to respond to your request (if it is manifestly unfounded or excessive), we explain the reasons for our decision. You have a right to complain to the ICO and/or to seek a judicial remedy. Further information is set out in our [Privacy Policy](#). You can also contact us at [DPO@cityfootball.com](mailto:DPO@cityfootball.com). You can also visit the ICO's website at [www.ico.org.uk](http://www.ico.org.uk)

## Acknowledgement

By signing below you indicate that you are the Data Subject named above. City Football Group cannot accept requests from anyone else regarding your personal data. To receive information about your data, we will require original documents to prove your identity.

<b>Your Signature</b>		<b>Date</b>	
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Internal use only:

Proof of ID seen	
Proof of address seen	