

## SPS - COMPLIANCE

### INFORMATION COMMISSIONERS OFFICE DATA PROTECTION & SUBJECT ACCESS REQUESTS

SPS is registered with the Information Commissioners Office (ICO).

#### **General Data Enquiries**

For general enquiries about the Company's Data Protection Policy and for formal Subject Access Requests under the Act, please contact:

The Data Protection Officer  
Special Projects and Services Limited  
PO Box 282  
Hereford  
HR4 7YT  
UK

UK Office      +44 (0) 1432 760179  
UK Fax         +44 (0) 1432 769224

Email            [office@sps-global.com](mailto:office@sps-global.com)

#### **Subject Access Requests**

All Subject Access Requests will be processed by the company but are subject to the following process and constraints as listed below:

- The company will only respond to Data and Subject Access Requests that are submitted in the correct format. Individuals and organisations are strongly advised to download the appropriate template from the ICO website.
- The Company will conclude its response within the time lines set by the ICO and enforce at the time of the application.
- A management fee will be levied in line with the ICO's recommendations enforce at the time of the application.
- Further information and formal templates can be obtained from the ICO website at [www.ico.org.uk](http://www.ico.org.uk)
- Subject Access Requests should be submitted to the Data Protection Officer at the address listed above.