**SUBJECT ACCESS REQUEST FORM**

1. **DATA SUBJECT DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other: |
| **Surname** |  | | | | |
| **First name(s)** |  | | | | |
| **Current address** |  | | | | |
| **Previous address (if appropriate)** |  | | | | |
| **Telephone number:** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |
| **Date of birth** |  | | | | |
| **Details of identification provided to confirm name of data subject:** | *Please provide two copies of forms of identification, which can be:*  *• Passport*  *• Driving licence*  *• Birth certificate*  *• Utility bill (from last 3 months)*  *• Current vehicle registration document*  *• Bank statement (from last 3 months)*  *• Rent book (from last 3 months).*  *No copies will be retained once identification has been confirmed.*  EMAILED COPIES ARE ACCEPTABLE | | | | |
| **Details of data requested:** |  | | | | |

* 1. ***DETAILS OF PERSON REQUESTING THE INFORMATION (if not the data subject):***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you acting on behalf of the data subject with their consent or other legal authority? | | | Yes ☐  No ☐ | | |
| If ‘Yes’ please state your relationship with the data subject (e.g. relative, legal guardian or solicitor) | | |  | | |
| **Please enclose proof that you are legally authorised to obtain this information.** *For example, letter of authority, letters or official forms addressed to you on behalf of the data subject or power of attorney*. | | | | | |
| **Title** | Mr ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other: |
| **Surname** |  | | | | |
| **First name(s)** |  | | | | |
| **Current address** |  | | | | |
| **Telephone number:** |  | | | | |
| **Home** |  | | | | |
| **Work** |  | | | | |
| **Mobile** |  | | | | |
| **Email address** |  | | | | |

1. **DECLARATION**

**2.1 Data Subject declaration**

I, ………………………………………………………, the undersigned and the

person identified in (1) above, hereby request that ………………………provide

me with the data about me identified above.

Signature: Date:

SAR form checked by (employee name):

**OR**

**2.2 Person outlined in 1.1 requesting information**

I, ………………………………………………………, the undersigned and the

person identified in (1.1) above, hereby request that …………………. provide

me with the data about the data subject identified in (1) above.

Signature: Date:

SAR form checked by (employee name):