

Data Subject Access Request (DSAR) Form

We're asking for your contact details so we can send your response and discuss your request with you (if needed). You only need to give us relevant details. For example, you only need to give us your postal address if you'd like us to respond by post or if you think it would help us identify you. We may ask you for proof of ID if we feel it's reasonable and proportionate. The timescale for responding to your request will start when we receive this.

1. DATA SUBJECT DETAILS:

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First Name(s)					
Current Address					
Telephone number:					
Home					
Work					
Mobile					
Email address					
Date of Birth					
Details of identification provided to confirm name of data subject:					
Details of personal data that you are requesting					
Any information that may help locate the data being requested					
How would you like us to respond to you? (Email/ Post/ Other)					

2. DETAILS OF PERSON REQUESTING THE INFORMATION:

Are you acting on behalf of the data subject with their [written] or other legal authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
If 'Yes' please state your relationship with the data subject (e.g., parent, legal guardian or solicitor)					
Please enclose proof that you are legally authorised to obtain this information. E.g., Letter of authority, letters of official forms addressed to you on behalf of the data subject					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other: <input type="checkbox"/>
Surname					
First Name(s)					

Current Address	
Telephone number:	
Home	
Work	
Mobile	
Email address	

3. DECLARATION

I,, the undersigned and the person identified in (1) above, hereby request that [Company's Name] provide me with the data identified above.

Signature:

Date:

DSAR Form completed by (employee name):

OR

I,, the undersigned and the person identified in (2) above, hereby request that [Company's Name] provide me with the data about the data subject identified in (1) above.

Signature:

Date:

DSAR Form completed by (employee name):

This form must immediately be forwarded to [Company Name]'s Data Protection Officer.