

## SUBJECT ACCESS REQUEST FORM

To: \_\_\_\_\_

From (Data Subject):

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Identification for Verification Purposes:

Type of ID Presented: \_\_\_\_\_

ID Number: \_\_\_\_\_

### Details of the Request:

Please provide me with a copy of all personal data you hold about me, including but not limited to data processed, source of data, purposes of processing, recipients or categories of recipients, retention periods, and any automated decision-making information.

### Additional Information (Optional):

Please specify if you require the data in a particular format or have any other specific requests related to your personal data.

### Data Controller Details (to be completed by recipient):

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Data Protection Officer Contact (if applicable): \_\_\_\_\_

### Declaration and Signature:

I declare that the information I have provided is true and accurate to the best of my knowledge and that I am the person to whom the data relates or an authorised representative.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Relationship to Data Subject (if applicable): \_\_\_\_\_

### Notes:

1. This form is provided in accordance with the UK Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR). 2. You have the right to access personal data held about you, subject to certain exemptions. 3. We

will respond to your request without undue delay and within one calendar month of receipt. 4. We may need to request additional information to verify your identity. 5. If you require assistance or have queries, please contact our Data Protection Officer.

**Applicant's Signature**

**Data Controller's Signature**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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