

<< Subject Access Request Form

The following information is required to help us process your request. Please complete the information below and return this form by <<Date>>. Please allow <<E.g 28 days>> for a response.

fully to your request. Please complete the following information: Name, Title, e.g. Data Protection Officer>>.

Your details

Title:	
Forename(s):	
Surname:	
Address:	
Telephone number:	
Email:	

Information being requested

Please provide specific details (and any relevant information) that may enable us to locate your information.

Information being requested and any additional information.

By completing this form, you are making a request for access to the information held about you by the Company.

under the General Data Protection Regulation (GDPR) for your information to be given.

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Declaration

By signing below, you confirm that you are the individual named in the request and that you are the individual named and will fulfil the request. The Company cannot accept requests in respect of information held about your family.

By signing this Subject Access Request Form. You warrant that you are the individual named and will fulfil the request for all losses and expenses incurred if you are not the individual named. Data from anyone else, including members of your family.

Employee Name:	
Signature:	
Date:	